

JOB DESCRIPTION – Group Management Accountant

If this role sounds perfect for you, submit your CV and cover letter to:
recruitment@continuumattractions.com

PURPOSE OF THE JOB

To produce, create and provide accurate, timely and relevant financial data, and work as part of a team to support the delivery of memorable and enjoyable experiences for all guests.

KEY ACCOUNTABILITIES

- Process all relevant information onto the group financial system and maintain the relevant ledgers including sales, purchases, bank accounts and nominal in accordance with group procedures.
- Assist with producing detailed monthly management accounts for each of the Limited companies within in the group, including prepayments/accruals, P&L & Balance sheet reconciliations
- Produce monthly payroll and reports
- Provide financial information and analysis to support management's decision-making processes
- Identify areas for improvement in financial processes and systems and recommend solutions.
- Ensure all statutory reporting and payment requirements for the company are adhered to accurately and in a timely manner
- Complete VAT & PAYE returns
- Submit relevant P11D and Class 1A form to report on benefits
- Respond to all National Statistics Office enquiries on behalf of the company
- Manage the Planday system on a regular basis to support the sites
- Maintain the confidentiality of all communications, records and commercially sensitive information of the Group
- Ensure that all policies and procedures are adhered to
- Observe and report immediately any incidents, which may affect the health and safety of other team.
- Take pride and responsibility in the appearance of the office.

- Attend all training sessions and team meetings as required.
- Work towards objectives and personal development blueprint.
- Identify any suggestions for improvement to enhance the guest experience or colleague support.

This job description is not exhaustive and other duties or tasks may be required as specified from time to time in accordance with the job role

ATTRACTION/OFFICE SPECIFIC REQUIREMENTS

- AAT/CIMA Part Qualified or studying towards a qualification.
- At least 2 years' experience of working in a similar role.