

Assistant Management Accountant (Food)

Society Division:	Finance
Society Reporting Unit:	200700
Location:	<u>Warwick</u>
Reports to (<i>job title</i>):	Management Accountant (Food)
Number of direct reports:	-
Number of in-direct reports:	-
Budget / Revenue Responsibility:	-
Key Stakeholders:	Internal • CFO • Head of Financial Control • Senior Management Accounts Manager • Other Finance Teams • Food Commercial Team External • External auditors & professional advisers
Date of Job Description:	18/08/26

Role Purpose:

A critical role within Group Finance as we continue to create and grow OurCoop, the largest independent co-operative in the UK.

The structure of the teams today is understandably aligned with the former Central England and Midcounties regional set-up and ways of working. Key to the immediate and future success of the new Society will be greatly improving these ways of working and bringing our people and processes together for Management Accounts.

Our Food business is our largest trading division and whilst this role has a Warwick focus it will work closely to align our approaches across both locations.

Role Responsibilities:

An exciting role within the Group Finance function supporting with the production of Management Accounts, balance sheet reconciliations, statutory audit and providing analysis and support for the Food Retail division.

- Assist in the accurate and timely production of management accounts for the Food Retail division with explanations of key variances and interpretation of financial trends.
 - Provide support to the Management Accountant with regards to Food and Fuel
 - Assist in the production and analysis for Post Offices
- Prepare and post journals to enable weekly margin reporting and analysis
- Post the monthly entries to ensure the relevant accruals & prepayments are processed in line with accounting policies.
- Responsible for producing and maintaining effective and accurate policy, procedure and control documentation and ensuring that all financial transactions are processed in accordance with these agreed control documents.
- Reconcile balance sheet accounts, complete period-end control returns and ensure processes are robust and that any discrepancies are investigated and resolved in a timely manner.
- Support ad-hoc reporting and analysis in line with business needs and finance requirements.
- Support the Food Finance Business Partnering processes for budget, forecast and 5 year planning as required.

In addition, occasionally situations may arise that require the post holder to perform other duties or tasks as may reasonably be requested by the Society.

This is an exciting time to build experience in the newly merged Society, bringing two finance functions together and assisting with reporting changes e.g. move from 12 to 13 financial reporting periods and looking at ways to greatly improve our automation and analysis.

Qualifications & Experience:

- AAT qualified or studying for ACA, CIMA, or ACCA
- Excellent command of written and spoken English
- Excellent IT skills including MS Excel
- Strong communication skills, able to quickly build rapport with Finance and other colleagues