



JOB DESCRIPTION – ASSISTANT MANAGEMENT ACCOUNTANT

About Us

McDonnell Caravans has been helping people create unforgettable holiday memories since 1966, when Mr McDonnell Snr transformed a plot of land into our very first caravan sales showground. With a focus on personal service and family values, the business quickly flourished. In 1983, Mike McDonnell proudly took the reins, continuing the family tradition of warm service and trusted expertise.

Today, our experienced team of 25 dedicated staff is passionate about helping you enjoy the freedom and choice that holiday home ownership brings. In 2024, we became part of Holkham Estate, joining their award-winning array of hospitality and leisure businesses. We continue to deliver the exceptional customer service our owners have come to expect, but with the additional expertise and support of the Holkham team.

Job Purpose

To support the Finance Business Partner in the effective day-to-day running of the finance function, with a primary focus on maintaining accurate customer and supplier ledgers, completing timely bank reconciliations, and ensuring financial processes are efficient and well controlled.

The position will also assist with the preparation of management accounts.

The role plays a key part in ensuring the integrity of financial data and contributing to a streamlined, system-led finance operation using Sage Intacct and iCompleat.

Responsibilities

Monitor and manage customer accounts, including credit control activities and resolving queries.

Maintain the purchase ledger, ensuring invoices are processed accurately and authorised appropriately through iCompleat.

Maintain the sales ledger, ensuring invoices are raised accurately and in a timely manner.

Prepare and complete regular payment runs in line with company procedures.

Carry out bank reconciliations on a regular basis, ensuring all transactions are recorded and discrepancies are investigated and resolved.

Post and reconcile journals including accruals, prepayments and other routine adjustments.

Support the month end process, ensuring deadlines are met and financial information is accurate.

Assist the Finance Business Partner with the preparation of the monthly management accounts.

Assist in maintaining strong financial controls and compliance with company procedures.

Work closely with the Finance Business Partner to identify opportunities for improving efficiency and streamlining processes.

Make full and effective use of Sage Intacct and iCompleat to ensure accurate, timely and efficient processing.

Support with reporting requirements and provide information to assist decision making where required.

Work collaboratively with the Finance Assistant, ensuring clear allocation of tasks and efficient workflow across the team.

Respond to queries from internal stakeholders and external suppliers in a timely and professional manner.

Assist with ad hoc finance tasks and projects as required.

Skills and Experience

AAT qualified.

Experience working within a finance function in a similar role.

Good working knowledge of purchase and sales ledger processes.

Experience of bank reconciliations and general accounting procedures.

Experience of using finance systems, ideally Sage Intacct and/or iCompleat.

Good understanding of financial controls and the importance of accuracy.

Ability to manage workload effectively and meet deadlines.

Strong attention to detail and a methodical approach to work.

Good communication skills and ability to build effective working relationships.

Highly proficient in Microsoft Excel.

Personal Qualities

Organised and able to manage competing priorities

Proactive approach to identifying and solving problems

Willingness to improve processes and ways of working

Reliable and consistent with a strong sense of accountability

Team focused with a collaborative approach

Professional and approachable in dealing with colleagues and external contacts.

Hours of work: 40 hours per week

Salary: £35,000 per annum

End.