

**Langford Veterinary Services Ltd****Job Description**

Job Title: Management Accountant

Reports to: Finance Business Partner

**About Langford Vets:**

Langford Veterinary Services Ltd is a wholly owned subsidiary of the University of Bristol. It has experienced considerable growth since it was incorporated in 2009, and consists of a group of customer focused veterinary businesses providing the best possible clinical care through the different divisions; equine, farm, small animal and diagnostic laboratories.

**Roles and responsibilities:**

- Line manage the Assistant Accountant.
- Responsibility for the preparation of the management information (to include review and input of journals) for the business on a monthly basis, including full and divisional management accounts. This will include comparatives to budget, and detailed analysis and commentary for variances.
- Oversee financial processes at the Stables Equine Practice Ltd and ensure appropriate consolidation within the management accounts and oversee the annual statutory audit.
- Manage and coordinate the annual statutory accounts process, including the external audit process, with supervision from the Finance Business Partner.
- Manage and improve the internal financial controls of the business.
- Preparation of quarterly VAT returns, EC Sales Lists and Intrastat Returns.
- Act as an Authorised Signatory.
- Manage and maintain the purchase order processing system.
- Review twice monthly supplier payment runs.
- Review the bank accounts of the business, to include review of monthly bank reconciliations.
- Review balance sheet reconciliations.
- Review nominal ledger postings, direct costs and overhead costs incurred for all divisions to ensure accuracy of allocation on a monthly basis.
- Manage the maintenance contracts within the business to ensure adequate protection and obtain the best price in each instance.

- Process National Statistics information as required.
- Process and manage intercompany recharges.
- Assist with design and implementation of new/improvement of existing practice management software.
- Review and monitor use of suppliers across the business to ensure appropriate cost control.
- Provide any other duties as reasonably requested by the Finance Business Partner or Chief Financial and Commercial Officer.

### **Person Specification**

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively.

#### **Relevant experience, skills & knowledge**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Proven relevant management accounting experience.</li> <li>• Understanding of the current regulations and Financial Reporting Standards under which the company is required to manage and report its financial activities.</li> <li>• Excellent attention to detail.</li> <li>• Excellent analytical and problem solving skills.</li> <li>• Ability to analyse data, making judgements and decisions, to ensure the correct accounting treatment.</li> </ul>	

#### **Relevant qualifications**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• A qualified CCAB accountant</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>

## **Communications and interpersonal skills**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Excellent communication skills, with the ability to present financial information to non-finance personnel.</li><li>• Ability to organise self effectively, working to deadlines especially with competing demands.</li><li>• Ability to work under pressure.</li><li>• Ability and willingness to learn new procedures and ideas quickly.</li><li>• Ability to manage, supervise, organise workload and motivate team members.</li><li>• Ability to respond positively to change and manage implementation.</li><li>• Excellent computer skills, that include experience of spreadsheets, word processing, email databases and presentation packages.</li></ul>	

### **Other**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Eligible to work in the UK</li></ul>	