

Hydratron Limited	
Role Description	
Title:	Management Accountant
Main Duties:	Management Accountant responsible for all aspects of finance for Hydratron and Pryme Group Limited.
Responsible to:	Chief Financial Officer
Functional reporting:	Managing Director
Immediate Reportees:	Assistant Accountant
Key Internal Contacts:	Stores, Purchasing, Sales Team, Engineering and Production, Assistant Accountant
Key External Contacts:	Suppliers, Customers, HMRC, Payroll Provider, Auditors & Tax Advisors.
Key Responsibilities:	<p>General Accounting</p> <ul style="list-style-type: none"> Supervise staff to process transactions accurately and timely for revenue recognition, accounts payable, payroll, cash disbursement, cash receipts, inventory processing and cost accounting. Review balance sheet reconciliations. <p>Financial Reporting and Forecasting</p> <ul style="list-style-type: none"> For Hydratron and Pryme Group Limited entities: <ul style="list-style-type: none"> Prepare weekly KPI and cash flow forecasting information. Prepare monthly pack Prepare annual budget and forecasting. Oversee other profitability and financial analysis to support effective decision making. <p>Compliance</p> <ul style="list-style-type: none"> Support all internal and external audit programs. Maintain regular process of testing to measure compliance. <p>Operational Improvement</p> <ul style="list-style-type: none"> Provide business leadership in optimizing working capital including supplier payment management, debt collection processes and assist in commercial discussions on optimal structuring of milestone payments at bid stages. Assist with group negotiations including key supply chain discussions, supplier management for group suppliers. Monitor the key drivers of financial success and ensure that business unit and individual goals align with these objectives. Identify opportunities for process improvement to enhance operating controls, cost efficiency and customer service.
Accountabilities: (Deliverables)	General Accounting

Hydratron Limited

L5 19 High Flatworth, Tyne Tunnel Trading Estate, North Shields, Tyne & Wear, NE29 7UT

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A Pryme Group Company

	<ul style="list-style-type: none"> • Manage the preparation of management accounts in line with the month end timetable (actual & forecast) in conjunction with the Assistant Accountant. <p>Financial Reporting and Forecasting</p> <ul style="list-style-type: none"> • For Hydratron and Pryme Group Limited entities: <ul style="list-style-type: none"> ○ Prepare annual budget and reforecast submissions. ○ Perform other profitability and financial analysis to support effective decision making. <p>Compliance</p> <ul style="list-style-type: none"> • Ensure compliance with all regulatory and Pryme policies. • Ensure compliance with UK GAAP and Pryme accounting policies. <p>Operational Improvement</p> <ul style="list-style-type: none"> • Report on the key non-financial measures that drive achievement of financial goals (profitability by product line, selling prices, on-time delivery, mix, etc). • To always maintain the highest level of housekeeping and strict adherence to all HSE requirements. • To raise HSE incidents/discrepancies/near misses.
<p>Qualifications/capabilities</p>	<ul style="list-style-type: none"> • CA/ACCA/CIMA qualification. • University Degree to 2:1 level or above. • Exposure to manufacturing business • Excellent communication skills, verbal and written. • Strong leadership skills and ability to work as a team player. • Strong UK GAAP knowledge. <p>Location – Hydratron Limited, High Flatworth, NE29 7 UT/ Home working if required.</p> <p>Hours – Position is Full Time, 40 hours per week.</p>
<p>Job Holder:</p>	<p>----- Date -----</p>
<p>Line Manager:</p>	<p>----- Date -----</p>