

**Job Title – Management Accountant**

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| <b>Date position required:</b>   | ASAP  |
| <b>Reports:</b>                  | None  |
| <b>Salary:</b>                   | £25-28k depending on experience   |
| <b>Benefits:</b>                 | Pension, 28 days holiday, free parking,   |
| <b>Site:</b>                     | hofer powertrain UK,<br>2, Titan Business Centre, Spartan Close,<br>Warwick, CV34 6RR |
| <b>Applications required by:</b> | ASAP  |
| <b>Application format:</b>       | CV and covering letter  |

**hofer powertrain – Part of the hofer AG (Group)**

hofer, established in the 1980's, is a privately owned, German based, automotive powertrain production design and supply company employing over 850 people within the Group. We work with many of the world's automotive OEMs, Tier 1 suppliers and automotive technology centres and have numerous powertrain components in production; including hofer designed electric motors and hybrid modules through to full dual clutch transmissions.

With numerous offices across Germany, Austria, Italy, America, China and the UK, hofer has a truly global presence allowing comprehensive support for powertrain system design and supply projects across all vehicle sectors.

- System supplier for complete automotive powertrain systems.
- Full electrical and mechanical capability from clean sheet through to quality accredited production.
- Specific sites setup to support a lot of the global OEMs.
- Production supplier for many of the current and future advanced powertrain systems and components.
- As part of hofer group's global growth, and the continuing expansion of hofer powertrain UK, a vacancy has arisen for a Management Accountant to join the Warwick office, reporting to the Financial Controller.

**The key functions of the role:**

- Processing purchase invoices and sales invoices.
- Processing of travel expenses reports.
- Bank and credit card reconciliation.
- Creating purchase orders in SAP accounting package.
- Loading of timesheet in SAP.
- Processing of supplier payments.
- Monitoring of aged debtors.
- Month end journals postings, accruals, prepayments, depreciation.
- Assist with cash flow preparation.
- Supporting financial controller with grant and year end audits

**Responsibilities:**

To take ownership of the company ledgers and assist and support the finance team with a wide range of accounting tasks.

**Qualifications / Education / Experience required:**

Current user and proficient of SAP GUI 740 accounting software

Previous experience of accounts and finance especially ledger management with some exposure to month end tasks

Ideally AAT qualified or part qualified CIMA/ACCA

Excel competent – vlookups, pivot tables

**Personal attributes:**

Attention to detail.

Good communicator and team player.

Efficient, pro-active and can-do approach.

Well organised.

Able to handle confidential information and maintain professional standards at all times.