

Management Accountant (Maternity cover - 1 year fixed term contract with the potential to be extended / converted to permanent role- 40 hpw)

About Lightfoot

We are Lightfoot, a high-growth technology company based just outside Exeter that is trying to make a difference worldwide, one driver at a time.

We help businesses and private motorists improve performance and safety. Our technology has been proven to reduce fuel use and emissions rates by 10-20%, and at-fault accidents and wear and tear by 40-50%. All that from a clever little gadget made in the beautiful Devon countryside. Good, eh?

Our technology is pretty smart – it connects to your vehicle’s on-board computer and uses all of the live data it produces to analyse how efficiently you are driving. It’s similar to the way they analyse performance in Formula 1. Lightfoot turns all that data into simple feedback for you – the driver – so you know when you’re pushing your vehicle too far and can bring it back to maximum efficiency.

We are a growing business and have recently taken private-equity investment from the Business Growth Fund. We’ve moved into a brand-new, state-of-the-art office near Chudleigh (which was voted Exeter’s ‘Best Workspace’) and are excited to keep growing the Lightfoot family with like-minded, passionate individuals.

Job Outline

Reporting to the Financial Controller, the Management Accountant will be involved in the day to day financial processing, as well as overseeing the month end process and supporting the production of monthly management accounts.

The right candidate will be commitment to continuous improvement and passionate about delivering high quality work within a fast paced but highly exciting environment.

Roles & Responsibilities

To provide comprehensive support across the Finance function:

- Month end process
 - Supporting timely production of the monthly management accounts, including preparing and posting journals
 - Processing purchase invoices, matching to purchase orders, goods received notes and authorisations
 - Reconciling supplier statements
 - Bank reconciliations
 - Petty cash reconciliations
 - Credit card processing and reconciling
 - Maintain Fixed Asset Register
 - Reconciling all balance sheet accounts

- Year-end process
 - Reconcile all balance sheet accounts and prepare lead schedules as required
 - Prepare the audit file and manage the audit information request lists
 - Assist the Financial Controller as required

- Payroll
 - Preparing the monthly payroll for the company for approval by the Financial Controller and Finance Director
 - Liaising with external payroll providers, reviewing payroll reports for discrepancies
 - Set up the payroll payment run for authorisation
- Supplier Payment runs
 - Set-up supplier payment runs ready for authorisation
 - Staff expenses processing
- Other duties
 - VAT returns
 - Assisting the Financial Controller as required

Desired qualifications, skills and experience

- Previous experience in similar role for a minimum of 12 months **is essential**
- ACA/CIMA/ACCA qualified/ part qualified **is essential**
- Strong numeracy, analytical and bookkeeping skills **is essential**
- Accurate data entry skills with good attention to detail **is essential**
- Manage a busy and varied workload **is essential**
- Strong communication skills with the ability to confidently communicate with senior management **is essential**
- Computer & IT literate, including Microsoft Office suite especially Excel **is essential**
- Advanced excel skills are **desirable**
- Advanced Maths and English **is essential**
- Exceptional oral and written communication skills **is essential**

Personal characteristics

- Logical and analytical, a problem solver
- Proactive and forward-thinking
- Confident in all forms of communication
- Organised and attentive to detail
- Able to work both independently and as part of a team
- The ability to work efficiently and in line with processes
- Personable and outgoing, with a good sense of humour

Salary & Benefits

- Up to £35,000 per annum
- Membership of employee bonus scheme
- 24 days leave entitlement plus Bank Holidays (pro rata) plus your birthday off
- Health and dental support
- Your own Lightfoot and associated benefits

Location

Chudleigh, Exeter

How to apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for the role and including a copy of your CV, to work@lightfoot.co.uk