



Role - Accountant Designate/Bookkeeper

Brief Overview of the company - The Test Centre is one of the UK's leading MOT providers carrying out almost 55,000 tests per year. The service delivered by The Test Centre is a unique offer in the market today. The business is currently centred in South London and Kent and has ambitions to expand further in these areas and possibly even beyond. An allied service provided by the business is that of a specialist training for MOT and EV training.

Why is the role available? - The Test Centre has had continuous success and growth over many years. This has been in the form of creating a Training Centre, additional MOT testing sites and a plan to add more sites over the next few years. As a result of this expansion based on our success we are needing to recruit and develop a new role within the organisation, an Accountant Designate.

Role Summary - This is a pivotal role within the management team working closely with the MD and the Ops Director on a daily basis to ensure the smooth running of the business from the financial perspective. As a dynamic SME this business is fast paced with a focus on growth from the existing profit centres and a desire to add additional sites on an ongoing basis. This means that the role needs pace, independence and accuracy to support the management team fully. A good knowledge of current accounting software and how it integrates to support business processes is needed and an ongoing desire to maintain this knowledge as systems and processes develop.

Responsibilities

Key Responsibilities:

- Bookkeeping; Maintain accurate financial records by recording all financial transactions, including expenses, income, and payroll.
- Accounts Payable and Receivable; Manage accounts payable and receivable, including invoicing, bill payments, and collections.
- Bank Reconciliation; Reconcile bank statements and financial accounts to ensure accuracy.
- Payroll Processing; Handle payroll processing, including calculating salaries, benefits, and tax withholdings.
- Credit control; Monitor takings versus sales and outstanding or overdue accounts.
- Budget Management; Assist in the development and monitoring of budgets to ensure the company's financial health and stability.
- Monthly Management Accounts; Produce monthly management accounts to support the management team to help control the day to day running of the business
- Financial Analysis; To identify cost-saving opportunities, financial trends, and areas for improvement.
- Financial Forecasting; Assist in the production of financial forecasts and projections to support strategic decision-making.
- Financial Reporting; Support in the production of financial statements, including income statements, and cash flow forecasts.
- Tax Compliance; Work with the companies accounts to produce and process all VAT and year end tax requirements.
- Audit Support; Prepare financial documentation and assist external auditors during financial audits.
- Financial Policy and Procedures; Support the Senior Team in the development and improvement of financial practices, policies and procedures.

Skills:

The key skills needed:

- Fully or part qualified (AAT/IAB/ICB) or QBE 3+ years



The Test Centre
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- Advanced knowledge of Excel
- Highly computer literate (Windows, MS Office, and Teams (or similar)
- Advanced knowledge/experience with accounting packages ie; Sage Xero
- Working knowledge of PAYE & NIC
- At least 2 years working in an SME business in bookkeeping role
- Excellent numerical skills
- Able to communicate effectively with good written and verbal skills
- Ability to work to deadlines with self reliance

The Role Location(s) - The role is based at Rochester. As a team member you may be asked to visit other sites in group from time to time. Also, there is the need to occasionally attend meetings related to the business, ie our appointed accountants and auditors.

Working times - This role has a 37 hour per week working requirement with the possibility for some additional hours occasionally. These additional hours may be paid for overtime if the need becomes regularly for a period.

The objectives - To deliver timely and accurate financial services and numbers to internal customers, namely the MD, Ops Dir and senior members of the management team. Additionally to work with external suppliers and customers in a courteous and professional manner to fulfil the requirements of the role.

Reporting line - This role reports to the Operations Manager/Company Directors (as advised)

Possible Evolution of the Role - Success in this role is likely to lead to the Business Accounts Manager role within the organisation. This will be discussed and agreed at the appropriate time when the business has a need that matches the individual's skill set.