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| **Job Title** | Junior Accountant |
| **Location** | Finance - Head Office (Silvertown) |
| **Reporting to** | Management Accountant (Currently Paul Taylor) |
| **Direct Reports** | N/a |
| **Liaison with** | Finance Team, HR, Auditors, Group Head Office |
| **The Company** |
| Restore Harrow Green is part of the Restore plc group, the UK leading document management and business relocation provider; and has grown quickly through acquisition and organic growth. It is highly profitable and cash generative and is one of the larger companies listed on AIM with a market cap of £220m with a wide and supportive investor base.Harrow Green is the UK’s leading office relocations company with a focus on supporting blue chip corporate clients, undertaking 500k desk moves a year and employing over 360 staff and operating a fleet of over 115 vehicles from 9 branches across the UK. The commercial moving market is estimated at £350m a year and Harrow Green has around 15% market share with a growing demand for high level relocation moves. |
| **Job Summary** |
| Responsible for maintaining the company balance sheet through monthly reconciliations and reviews. Supporting the existing management accountants with their company P&Ls. Financial business partner to both other members of the finance team and business stakeholders. Liaising with various other Group divisions to ensure reporting meets existing compliance. Maintaining the expenses system and company credit card ensuring this is reconciled at month end. Submission and recording of VAT returns and any other ad-hoc duties that arise. |
| **Main Duties and Responsibilities** |
| * Maintaining and reconciling Balance Sheet accounts
* Taking ownership and analysing Balance Sheet transactions
* Supporting the Finance Business Partners with their P&Ls
* Providing support for financial business partnering support to internal stakeholders
* Maintaining and accounting for fixed assets, depreciation and amortisation
* Preparing ad-hoc reports
* VAT calculations and submissions
* Support and respond to audit requests
* Month end and year end preparation
* Head office submissions
* Intercompany maintenance
* Work to ensure compliance in all financial transactions.
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| **Person and Experience Specification** |
| **Qualifications*** Part Qualified Accountant to ACA, ACCA, CIMA
* Degree – 2:1 or above

**Experience/Skills*** Demonstratable good Excel knowledge is a must
* Demonstratable interpersonal and professional skills in a formal office environment.
* Proven experience in similar role
* Motivated to create an environment of continuous improvement
* Change oriented with an unwillingness to accept the status quo
* Possess strong problem-solving skills,
* Self-disciplined and efficient, with a flexible and proactive nature
* Ability to thrive under pressure, always delivering to strict deadlines
* Knowledge of software packages such as Microsoft Dynamics 365BC, Access Dimensions and Moveware – desirable but not essential.
* Compliance and governance oriented
* Excellent written and verbal communication skills
* Ability to work to deadlines and in a fast-paced environment
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| **Company Management**  |
| * Promote good communications at all levels within the department and be a catalyst for proactive improvement within the team as a whole.
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| **Standards** |
| * Ensure that Company property is maintained to the highest level and faults and defects are promptly reported.
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| **Health and Safety** |
| * Ensure that you, your colleagues and any visitors are always in a safe environment. To further this aim, it is essential that company property under your control is maintained at the highest level. You need to be aware of your obligations under the health and safety at work act of 1974 and report any faults or defects promptly to your health and safety representative.
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| **Compliance Responsibilities** |
| * Adhere to all Company Policies and Procedures, including but not limited to Health & Safety, Anti-Bribery, GDPR, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your line manager immediately.
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| **General** |
| * The above is not designed to be a complete and exhaustive list of all required duties/tasks. All employees are expected to carry out any reasonable request from management in order to achieve the overall business objectives of the Company. Job Descriptions are subject to change from time to time.
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| **Hours of Work** |
| * Standard office hours between Monday and Friday (currently 35 paid hours per week). However, given the nature of the role then additional hours may be required from time to time to ensure that the deadlines are met.
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