

HICKORY

Role: Assistant Management Accountant
Contract type: Full time / Permanent
Location: West End, Edinburgh
Salary: Depending on experience
Benefits: Enhanced benefit package flexible to suit the needs of our team
28 days holiday, plus an extra day of annual leave on your birthday

Main Duties

The role will be varied, ranging from standard accounting routines through to involvement in commercial projects, system reviews and implementation, as well as presenting financial information across the departments and to senior management.

Key tasks will include:

- Assist in delivering weekly and monthly management information in relation to the company's performance against budgets and forecasts.
- Monitor the day-to-day financial operations within the company, such as payroll, cashflow, invoicing and other transactions. Providing back-office services such as accounts payable, collection and payroll.
- Work collaboratively with the teams to develop P&Ls and track performance.
- Review financial data and prepare weekly, monthly and annual reports in line within set time schedules.
- Ensure compliance and best practice with all business software, e.g: Enterprise Resource Planning System (ERP, Pleo, Xero, EPOS).
- Contribute to the ongoing development of the company operating systems and maintain financial policies and procedures for the company.
- Ensure the business meets all its statutory and compliance obligations, including those of Companies House and HMRC.
- Work closely with the client services teams to ensure the customer journey and finance touchpoint are managed in line with our terms and conditions, company policies and procedures.
- Stay up to date with technological advances and accounting software. Undertake Continuous Professional Development training/workshops etc where appropriate.

Person Specification

Reporting to the Head of Finance, essential skills and experience required are as follows:

- Degree in accounting, business, economics, finance, or a related field.
- A minimum of 3 years of experience in a similar fast paced environment.
- Strong mathematical and analytical skills with a thorough approach to tackling issues and the ability to work methodically
- The ability to interpret and present financial information in an easy-to-understand format.
- Excellent presentation, planning and organizational skills.

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- Proven ability to plan and manage workstreams, deal with conflicting demands and meet tight deadlines.
- Strong collaborator and team player.
- Solid communication skills, both written and verbal
- Excellent IT skills, in particular emphasis on Excel skills with meticulous attention to detail
- Integrity, honesty and confidentiality.
- Establish and maintain relationships with both internal and external stakeholders, being an ambassador for the business at all times

About Hickory

We deliver showstopping food and drink experiences in incredible venues (some of which we also manage), locations and sites across Scotland, developing lasting partnerships.

Our values are embedded in our teams, instilled in our business and vital to our customers. Rooted in respect for our people, the places we work and our planet, we are driven to deliver the very best service we can for our customers.

The Hickory Way – Our Values

Bold

We make creative choices that inspire innovative opportunities for our clients, our teams and the industry. We own our choices, and they make us stand out from the crowd.

Genuine

We operate with decency, we are true to our word and build authentic relationships and experiences.

Respect

We treat others how we'd like to be treated ourselves. We have respect for our people, places and planet, and if we say we'll do it, we deliver it, exactly.

Partnerships

We take time to nurture relationships, collaborating in the most creative ways to find effective methods of delivering success.

Excellence

We go the extra mile to deliver on our commitment to quality work. Our training and development are second to none thanks to our all-encompassing quality system.

To apply, please email your CV & covering letter to jobs@hickoryfood.co.uk.