**Role Description & Person Profile**

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| **Job Title** | Accountant (6 month FTC) |
| **Business** | Kite Consulting |
| **Location** | Dunston/Hybrid |
| **Job Level** | 7 |
| **Team Structure**  Reports to and direct reports | Reports to Finance Team Manager |
| **Budget Responsibility** | N/A |

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| **Role Overview**  Impact Statement | Here at Kite, we are looking for a hardworking Accountant on a fixed term basis to oversee the month end processes and management reporting. This will be a busy and varied role where you will have the ability to learn new skills whilst working with a fantastic team. |
| **Key Responsibilities** | * Month end processes * Balance sheet reconciliations * Calculating accruals/prepayment adjustments * Journal postings * Preparation of monthly P&L * Preparation of monthly trial balance * Maintenance of fixed asset register * Reconciler process * Subcontractor reconciliations and process recharges * Dealing with customer queries * General administration and associated/relevant tasks delegated by senior members of the team |
| **Key Stakeholders** | * Finance Manager * Finance Business Partner * Other members of Finance team |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. | This is a hybrid role, primarily homeworking, 08.30 to 17.00 hours, but requiring occasional travel to our Dunston office each week.  Fixed term 6-month contract. |

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| **Required experience, qualifications, and necessary knowledge** | |
| **Essential** | **Desirable** |
| * Part qualified ACCA/CIMA * Ability to work independently or as part of a team * High level of computer literacy especially Microsoft Excel * Flexibility to work to deadlines * Attention to detail and ability to produce high levels of accuracy * Maths & English GCSE C or above | * Experience of Opera accounts software |

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| **AB Agri High Performance Framework** | Our high-performance framework is a set of guiding behaviours which have been created with people from across our businesses to enable great performance across the organisation. The focus is on what you can do to demonstrate high performance in your role, as well as the behavioural inputs to assist you getting there.   * Pioneering – Curious, spirited and bold. We lead the right way. * Excellence – We seek excellence in all that we do. * Growth – We create ways for our people and customers to thrive. That’s how we keep making a difference. |