



Job Vacancy Trainee Management Accountant

Distinction Doors were the first company to introduce composite doors into the UK and we're still the market leader over 14 years later. We are proud of the products we sell and aim to maintain our status as the company that delivers leading edge products that move both the market and our customers' businesses forward. Delivering a top-quality door efficiently is at the heart of our offering to customers. Our continuous investment means we can do this not only now but, in the future, too. Distinction Doors' set up is state-of-the-art, as you'd expect from the tried, tested and trusted industry leader.

People are at the heart of our business at Distinction Doors and due to our recent rapid expansion, we are now looking to recruit a highly motivated Trainee Management Accountant to join us. The successful applicant will be entitled to a competitive salary and a great range of benefits including:

- 25 days' holiday + bank holidays
- Full study support including additional study leave days
- Additional employee benefits including pension, healthcare cover, free onsite parking

The Role:

This is an operationally focused role within the Finance structure that will require daily communication with internal stakeholders of all levels. Working closely with the Finance Manager and Financial Accountant you will be responsible for all financial reporting within the business.

Key Responsibilities:

- Assist in the preparation of periodic financial statements including P/L, SOFP, KPI, variance analysis and commentaries;
- Ownership of the daily, weekly & periodic reporting functions including; sales, OTIF, production cost cards and weekly cost trackers
- Processing and generating a high-volume of customer credit notes
- Liaise with payroll, purchase ledger and sales ledger departments to ensure that all financial transactions are correctly recorded, executed and monitored
- Assisting with periodic balance sheet reconciliations and the company VAT return
- Proactively find ways to streamline financial processes and offer support to all aspects of the department
- Interpreting and communicating financial data to non-financial managers
- Providing a key support service by working with all departments and the management team to help make financial decisions
- Leading projects to build new internal reports to aid with decision making
- Promoting cost control across the business and monitoring spend to keep in line with budget
- Analyzing financial performance and contributing to medium and long-term business planning/forecasts



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- Offering professional judgement on financial matters and advising on ways of improving business performance
- Supporting and providing cover within the finance team.
- Any other duties

Skill Requirements:

- Be keen to pursue a career in accounting with a view to undertake study towards becoming a fully qualified accountant such as ACCA or CIMA
- Knowledge of double entry bookkeeping is essential
- A high level of numeracy and accuracy
- Ability to explain complex financial information in a clear way
- Excellent oral and written communication skills
- IT proficiency including intermediate excel skills (vlookup, pivot tables, sumifs etc.)
- Strong interpersonal and teamwork skills, with the ability to work with colleagues at all levels including non-finance members of staff
- Initiative and discretion
- Analytical and problem-solving skills
- Organizational skills with the ability to work under pressure and to tight deadlines

Person Specification:

- Desire to become a fully qualified accountant (CIMA/ACCA)
- Experience working within a finance function with a degree in accountancy or AAT Level 4
- Commercial awareness with an interest in business and an understanding of how an organization works and manages resources
- Professionalism and commitment; take responsibility of your own duties and be enthusiastic to take on new challenges
- Ability to communicate with stakeholders of all levels

Application

If you share our values and have the drive and enthusiasm to help us fulfil our vision, we would like to hear from you. Please send a copy of your current CV to the HR Department at support@distinctiondoors.co.uk.

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