

Job Description

Assistant Management Accountant

ACCOUNTABLE TO:

Boski Malde

Location: CPI Books Croydon

CPI Group UK has an opportunity for an enthusiastic person to join our group finance function. The role will be fixed term maternity cover.

CPI Group are a pan-European book printer and distributor with 17 manufacturing sites based within the UK, France, Germany, and Spain. We work in numerous markets including Trade (printing millions of Harry Potters!), to printing books for the academic and educational markets delivering school books and books on demand. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

ROLE OBJECTIVE

Completion of month end procedures to achieve a five day close
Administration of our factoring facility to include the uploading of invoices and all required reconciliations. Knowledge of a factoring facility is preferred, but not essential.
Completion of vat returns, for both Group and single company registrations.
Monthly profit and loss analysis analysis for various P&L headings
Preparation of Preparing statutory statements
Liaison with company auditors
Inter company reconciliations
Payroll reconciliations (P&L and balance sheet)
Other ad-hoc duties

KEY COMPETENCIES

Quick learner on new systems
Excel skills
Good understanding of accounts, with previous experience in a similar role
Can organise workload

If this opportunity appeals to you, please email your CV to "bmalde@cpi-print.co.uk"
Boski Malde

Hours of work: 7.5 hours per day Monday to Friday, 8.30am to 5pm, with 1 hour lunch break

Closing date for applications: 2nd August 2024

The logo for CPI, consisting of the letters 'CPI' in a large, bold, sans-serif font. The 'C' and 'P' are dark grey, while the 'I' is a lighter shade of grey. The logo is positioned in the upper right corner of the page, partially overlapping a green vertical bar.