

JOB TITLE Chartered Accountant
REPORTING TO Directors

Seating Matters is a highly driven, lean organisation manufacturing therapeutic, clinical seating for healthcare environments in nine countries around the world. We are seeking new staff members to help our company grow to the next level and help many more patients around the world with our world-leading products and services.

A major tenet of how Seating Matters work is around our principle of kaizen. This is a Japanese philosophy of continuous improvement upon which the Toyota Production System of lean manufacturing is built.

To this end, each staff member at Seating Matters is first a process engineer, a person who's role it is to first improve the process of their specific task and then to carry out that task on a daily basis. The culmination of these marginal gains is what keeps Seating Matters ahead in a highly competitive industry.

As such, the job description detailed below should not be regarded as restrictive or definitive but acts as a broad guide to the demands of the post.

The job description will be reviewed as the successful candidate progresses and as the company grows.

VALUES

- An ability to demonstrate excellent problem-solving skills.
- A role model, possessing excellent communication and interpersonal skills.
- A driven and flexible approach to work to meet the needs of the business and the role.
- A self-starter and commercially minded with a strong business focus with drive and enthusiasm to develop the role.
- Well organised, self-motivated and highly resilient person who can work under pressure to maintain deadlines.
- A team worker who can respect and work successfully with internal and external customers.
- Have a flexible and positive approach to the role.

SKILLS

- A proven track record of relevant experience in a fast moving and challenging environment.
- Practical experience of managing the day to day accounts for a successful business.
- Experience in producing and presenting monthly management accounts and ad hoc financial reports to senior management.

MAIN DUTIES/ACTIVITIES

- Preparing management reports, budgets/forecasts, and analysing trends in manufacturing, purchasing, sales, marketing, projects, finance, and general business conditions.
- Analysing variances from standard cost including purchase price, foreign exchange rate, volume and manufacturing variances.
- Assisting with budgeting and forecasting processes.
- Supporting month end close processes which will include journal preparation.
- Managing payroll, HR and related staffing issues.
- Improving processes around the day to day running of accounts function.
- Posting and subsequent balance sheet reconciliations.
- Preparation of VAT (ROI & UK), PAYE, RCT, Pension, and other returns and payments.
- Preparation of applications and processing of claims for all available government grants.
- Provide effective leadership and support to other members of the office team.
- All other duties as directed by management.

ESSENTIAL CRITERIA

- Chartered accountant with 5 years relevant industry experience.
- Proficient in Microsoft packages (Outlook, Word and Excel).
- Proficient in Sage 200 accounting and payroll systems.
- Excellent analytical, interpersonal and communication skills.
- Possess strong attention to detail.

INTERESTED?

We think a little differently.

If you're interested in this role, visit www.seatingmatters.com/careers/ to learn a little more about our culture. From there, you'll see we do recruitment differently as well.

If you're interested in applying, you can send a short video of yourself to +4478 431 38 991.

If you have more questions, you can call our office on 028 777 666 24.

We look forward to hearing from you.