Graduate management account assistant

(fixed term contract 1 year)

# Job Description

A vacancy has arisen for a Management Accountant Assistant based in our London office on a fixed term contract for 1 year (with a potential extension) during a period of project work.

The ideal candidate will have a strong academic record in a numerical based subject and will be targeting a career in Finance.

Assisting the SDL Finance Manager and SIL Management accounting team with a variety of tasks as required. This will include ensuring that all imports documents are raised on a timely basis and payments are made in accordance with the terms and conditions of contract, whilst minimising the risk to Seymour. The role may also include assisting with the production of Monthly Management Accounts and reporting packs and completion of balance sheet reconciliations*.*

# Key Accountabilities

* To prepare monthly payments for imports publishers, including all supporting documentation in accordance with the publisher terms and conditions
* To ensure prompt recovery of all rechargeable costs and management of promotional funds
* To reconcile relevant balance sheet accounts each month
* To reconcile all imports statements on a monthly basis
* To deal with internal and external queries relating to payments to Publishers
* Assist SDL Finance Manager and SIL Management Accountant with the production of the monthly management accounts.
* Post required journals onto general ledger
* Production of monthly management accounts pack including detailed analysis & commentary
* Providing support to Finance Manager, SIL Management Accountant and Financial Controllers across both businesses as and when required
* Calculate and set overseas pricing in line with the Export pricing model with support from the Export Ops Manager
* Timely and accurate management of export freight rates and other finance variables with support from the Export Ops Manager

# Who are you?

# What skills and qualities will the ideal person need to be able to demonstrate?

* Strong degree in a numerical or science based subject.
* Strong systems skills and Excel (pivots and advanced formula)
* Good communications skills and a pro-active approach
* Enquiring analytical approach and attention to detail
* Highly self-motivated with ability to work to deadlines under pressure
* Strong time management and organisation skills
* Excellent interpersonal, verbal, written and presentation skills
* Sociable and strong team player

# What’s in it for you?

Seymour is part of The Frontline Group owned by two of the world’s leading publishing companies; Bauer Media and Immediate Media Company. This will give you the chance to grow your career across a number of different businesses and functions, including trade marketing, publishing, brand marketing, sales, finance and supply chain. We strongly believe in developing our own people and have a great track record of taking people from account exec level positions through to senior positions within the group.

As part of a high performing team you will receive reward and recognition for what you achieve, through praise, recognition and the development of your career here at Seymour. We enjoy what we do and succeed by what we achieve as a team and what we do together. Based in Smithfield’s in the heart of London it’s a great place to be and we have an active Social Club that organise great events. The role also comes with:

* A competitive package
* Flexible Benefits
* 25 days holiday per year
* Pension scheme

# About us



As part of the wider Frontline Group you will be working for the market leading UK Distributor and the biggest global exporter of magazines. We account for 60% of magazine revenue in the UK so in your career you will have the opportunity to work with some of the most exciting and iconic magazines brands, as well as working on titles that operate with highly engaged and passionate audiences. Our teams are made up of the most talented and widely respected people in our industry and are seen as the experts in their fields. At Seymour we are passionate about other people’s passions and embrace the wide variety of different interests, hobbies, sports and genres our readers love and with over 130 Publishing Clients and more than 1,000 magazine titles, life at Seymour is always exciting, rich with diversity, it can be challenging but always very rewarding.

To learn more about our company and our great people visit [www.seymour.co.uk](http://www.seymour.co.uk)

If you feel you want to work in a dynamic and exciting environment please send your CV along with a covering letter to

<https://app.smartrecruitonline.com/p/job/Graduate-Opportunity---Management-Account-Assistant-(Fixed-term-contract-1-year)-12951>

**The deadline for applications is 18th September 2019.**