



Job Description- Commercial Accountant
(Fixed Term Assignment – min. 12 months)

Reports to: Senior Management Accountant
Base: Peterborough Office
Hours: Monday to Friday, from 9.00am till 5.00pm (totalling 35 hours per week)

About Us

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

Job Purpose

To provide effective support to the Senior Management Accountant and to provide the wider business with a Finance Business Partner.

Key responsibilities and duties:

- Provide accurate and timely financial reporting to the business; such as departmental and events reporting
- Implement and develop profitability / margin reporting
- Provide close support to operational and commercial teams
- Conduct business review meetings with all Heads of Dept
- Coordination of 'escalated' debtor balances, working with the team to obtain payments
- Income recognition management including weekly reconciliations and timely journals to defer / release income
- Assist Senior Management Accountant with month end tasks – particularly around income recognition and ensuring costs are allocated to the correct dept.
- Compile drawdown requests for the Cartel project
- Responsible for all elements of ad hoc reporting as instructed by the Senior Management Accountant
- Partner the marketing team and support the financial planning and reporting of all RHA events
- Frequent monitoring and assessment of internal controls with regards to finance and business processes to reduce risk and increase automation and efficiency
- Assist with company KPI reporting
- Assist with the revision of company policies whereby Finance is the guardian
- Assist with budgeting and forecasting
- Assist with the year-end audit
- Assist with the centralisation of finance activities as and when required
- Validation of monthly sales commission calculations and private mileage returns for monthly payroll
- Responsible for reviewing and enhancing the CRM standard operating procedures (SOP's)
- CRM integration tasks - investigating and fixing integration failures, working closely with the IT team
- Any other tasks required by the Senior Management Accountant, Head of Finance or Finance Director

Key skills:

- Qualified Accountant (CIMA/ ACCA/ ACA)
- Must be a people person

- Strong teamwork and communication skills essential
- High proficiency in Excel
- Positive 'can do' attitude
- Commercially aware
- Strong organisational skills with attention to detail and a methodical approach

General Responsibilities:

All employees of the RHA have the following responsibilities:-

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

Training and Development

- To undertake all reasonable training, learning and development activity designed to support you in your role

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

Quality Policy

- To be responsible for the activities required to support the organisation's Quality Policy

Employee's Signature:

Date:

Manager's Signature:

Date:

Review Date:

Date: