



Job Description **Commercial Accountant**

Reports to: Accounting & Reporting Manager
Based: Peterborough
Hours: Monday to Friday inclusive, from 9.00am till 5.00pm (totalling 35 hours per week).
A flexible approach to working hours is required due to the nature of the role within a busy finance team.

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 Accounting & Reporting Manager and to partner with other departments within the business to ensure key topics are discussed at review meetings.

Key responsibilities and duties:

Business Partnering

- Conduct regular monthly business review meetings with all heads of department
- Coordination of 'escalated' debtor balances, working with operational and commercial teams to ensure these are being followed-up and obtain progress feedback to pass onto Accounts Receivable team
- Provide close support to the operational and commercial teams and being pro-active in sorting out any queries that come from the business
- Partner the marketing team and support the financial planning and reporting of all RHA events

Month-end & Year-end

- Responsible for income recognition – validation, journal entries, reporting
- Responsible for credit card accruals and ensuring the cost is accounted for in the correct GL's
- Review the management accounts departmental reports and recode costs where applicable
- Balance sheet reconciliations for all advanced income, events and specialist groups
- Any other tasks / deliverables as per month-end timetable
- Assist with the year-end audit and attend year-end stocktake

Weekly Reporting

- Weekly reporting of membership and training numbers to the business
- Responsible for updating, checking and circulating the Events Tracker weekly
- Responsible for updating the finance section of the Marketing Tracker weekly

- Weekly CRM reconciliation and reporting of integration failures. Proactively working to investigate and coordinate the fixing of integration failures, working closely Accounts Receivable and IT teams to resolve issues promptly

Monthly Reporting

- Implement and develop profitability / margin reporting
- Responsible for Truck Cartel and Specialist interest group reporting
- Assist with company KPI reporting
- Responsible for any ad-hoc reporting as instructed by the Accounting & Reporting Manager

Other

- Compile drawdown requests for the Cartel project in a timely manner
- Validation of monthly sales commission calculations and private mileage returns for monthly payroll
- Attendance at all RHA stock-takes
- Income recognition management including weekly reconciliations and timely journals to defer / release income
- Assist with budgeting and forecasting
- Any other tasks required by Finance Management

Processes and procedures

- Assist with the centralisation of finance activities as and when required
- Prepare / update Standard Operating Procedures (SOPs) as and when required
- Work with the Accounting & Reporting Manager on initiatives and process improvements
- Frequent monitoring and assessment of internal controls with regards to finance and business and suggest enhancements
- Assist with updating company policies whereby Finance is the guardian

Key skills:

- Qualified/Part Qualified Accountant (CIMA/ ACCA/ ACA) studying towards a qualification
- Must be a people person with sound ability to listen
- Strong teamwork and communication skills essential
- High proficiency in Excel
- Be proactive and aware of deadlines
- Positive 'can do' attitude
- Commercially aware
- An appetite to develop or change processes to improve efficiency

General:

- Employees are required to follow the Standard Operating Procedures (SOPs) for all finance processes
- Employees must adhere to all company policies and procedures including the RHA's Information Security & GDPR policies which outline their obligations regarding confidentiality of information including passwords
- Any other tasks which can reasonably be performed as requested by the RHA

- There may be occasions when it is necessary for duties to be undertaken away from the office
- Adhere to the Companies Act requirements related to document retention
- Adhere to Finance Team Charter

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

Data Protection Policy

- To be responsible for the activities required to support the organisation's Data Protection Policy.

Employee's Signature:

Date:

Manager's Signature:

Date:

Review Date:

Date: