



Freeman Automotive (UK) Ltd  
EBC Brakes World Headquarters  
Upton Valley Way East  
Pineham  
Northampton  
NN4 9EF  
Telephone: (01604) 583344  
Fax: (01604) 587412  
[www.ebcbrakes.com](http://www.ebcbrakes.com) e.mail: [info@ebcbrakesuk.com](mailto:info@ebcbrakesuk.com)

MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

## Job Description – Senior Finance Assistant

### SUMMARY

This role will be based at the EBC Brakes World Headquarters in Northampton. The Senior Finance Assistant will be responsible for the preparation and review of management accounts for two trading companies and two non-trading companies, including analysis and reconciliation of inter-company balances.

### PRIMARY RESPONSIBILITIES

- Preparation and first review of management accounts for two trading companies with cost centres and two non-trading companies;
- Detailed month end analysis, including accruals & prepayments, company credit card analysis, balance sheet reconciliations, cost savings and P&L reviews;
- Quarterly analysis of sales and cost of goods data and making provisions for any potential liabilities or losses;
- NRV analysis;
- Preparation and submission of Group VAT Return;
- Reconciliation of intercompany balances and disclosures, liaising with EBC USA Finance Department;
- Year End audit including schedule preparation, dealing with auditor enquiries and preparation of tax packs;
- Stay up to date with legislation and regulations that affect the Company and department;
- Support and assist other members of the Finance Department, sharing knowledge and expertise where needed;
- Complete adhoc duties assigned by the Head of Accounting.

### KNOWLEDGE AND SKILLS

1. Qualified by experience (5 years plus in a similar role) or AAT level 3 qualification desirable,
2. Experience within a manufacturing/stock control environment is essential;
3. Previous experience in producing Management Accounts;
4. Thorough understanding of Nominal Ledger, journals and performing reconciliations is essential;
5. Previous Year End Audit experience is essential;
6. Proficient user of Microsoft Office, competent in Excel (V-lookups pivot tables, SUMIF and IF Statements);
7. Experience of SAGE200 desirable but not essential, as full training will be given;
8. Professional and discrete (maintains and promotes confidentiality);
9. Strong organisational and written/verbal communication skills;
10. Methodical with excellent attention to detail;
11. Ability to work to deadlines;

### WORKING CONDITIONS

- Modern HQ located near all major access roads close to Jct 15a of the M1, in a purpose-built facility encompassing; engineering, production, warehouse and offices;
- Full Time hours of 39 hours per week. Monday to Thursday 08:00-17:00 (30 min unpaid lunch break) and Friday 08:00-13:00;
- Salary starting at £33,000.00 per annum depending on experience;

### BENEFITS

- Free on-site parking;
- Uniform provided;
- Employee discount on EBC products;
- Cycle to Work Scheme (salary sacrifice) available after probation;
- 28 days holiday (including bank holidays), increasing with the long service award scheme;
- Death in Service benefit scheme;
- Employee contributable health cash plan scheme.