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| **Job Title:** | Interim Financial Accountant |
| **Department:** | Finance |
| **Location:** | Peacemarsh, Gilingham – Hybrid Role |
| **Reports to:** | Group Finance Manager |
| **Role Responsibilities:** | * Support the Finance team throughout the FY25 statutory audit engagement (Oct 2025 – Jan 2026) * Manage day-to-day interactions with auditors during fieldwork, responding promptly to questions and data requests. * Prepare and review comprehensive audit schedules for all key balance sheet and income statement areas, including revenue, inventory, fixed assets, provisions, and accruals. * Ensure all reconciliations (bank, intercompany, payables, receivables, etc.) are complete, accurate, and supported by appropriate evidence. * Compile lead schedules and working papers in accordance with the audit firm’s requirements. * Support the preparation of the statutory financial statements and related disclosures. * Assist the Group Finance team with month-end and year-end close activities (balance sheet reconciliations, journal review / preparation as necessary for accruals & prepayments, reconciliation reviews) * Provide ad hoc financial analysis and support across the department as required |
| **Person**  **Specification:** | * Fully qualified accountant (ACA or ACCA) * Strong technical knowledge of financial reporting and statutory accounts * Excellent attention to detail and organisational skills * Confident communicator able to work collaboratively across teams and with the auditors * Proactive and adaptable in a fast-paced environment * Having experience of Netsuite would be hugely helpful * Naturally embodies the values contained in the ‘Essence of Neal’s Yard Remedies and our Behavioural Framework   In recruiting, hiring, developing and promoting employees, we treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, and places an obligation upon all staff to respect and act in accordance with our policy. |

**Date Compiled**:

**Compiled by**:

**Employee Name**:

**Employee Signature**:

**Date:**

Job Descriptions may not cover all duties and responsibilities as these may be subject to change at any time and without notice. All job holders will be expected to carry out additional duties as requested to suit the needs of the business.