Role Profile

Job Title: Financial Accountant
Department: Finance
Contract: 12 Month Fixed Term (Maternity Cover)
Pillar: Operations

Function of the department/section & main purpose of the role:
To provide accounting support in order to maintain the efficient running of the Finance Team, and to provide accurate and timely management & statutory information for the Aardman group of companies.

Main Duties & Responsibilities:
This is a summary of main tasks and responsibilities and is not intended to be exhaustive.

- To prepare quarterly management accounts for main trading company (Aardman Animations) and other group companies, and complete high-level consolidation.
- To prepare quarterly actual to budget analyses for Animations alongside management accounts
- To prepare the quarterly accounts pack ready for distribution
- To maintain records and postings for other smaller group companies
- To complete annual statutory accounts and audit files for the active SPV companies, co-ordinate audit visit arrangements, and manage responses to audit queries to enable accounts submission as early as possible.
- To complete annual statutory accounts and audit files for all other group companies, co-ordinate annual visit arrangements, and manage responses to audit queries to enable accounts submission by the normal deadline of 30th September.
- To prepare responses to general company tax information requests.
- To support the Finance Director in preparation of production-specific tax information requests as needed.
- To complete and submit the quarterly group VAT return
- To oversee transactions to group inter-company accounts
- To oversee the fixed asset register and post depreciation journals
- To manage recharge invoicing to the feature production companies for accumulated job costs
- To provide cover for review of purchase ledger payment runs as needed
- Ad hoc project work as required in supporting the Finance Manager & Finance Director
- To attend seminars, training courses etc as required
- To observe the provision of the Health & Safety at Work Act

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Person Specification

- Qualified accountant – 2 years PQE
- 3 years experience in Industry in a similar role
- Bright, energetic and enthusiastic
- Effective communications skills
- High level of PC literacy – a good knowledge of Excel essential, preferably to macro writing level
- Able to work well as part of a team

Date & Initial: 05/11/26 MS V1

Responsible to: Finance Director