



Job Title: Management Accountant

Reports to: Head of Finance

Department: Finance

Job Purpose

To ensure that:

- Management accounts, budgets and other management information for Silverstone Circuits (SCL) are prepared in accordance with the BRDC Group timetable
- Queries are resolved, communicated to the person(s) responsible for issue resolution and escalated where appropriate
- Management is regularly updated with issues

Main Roles & Responsibilities

- 1 To prepare, analyse & be part of the review of the monthly management accounts, and presentation pack for the BRDC plus the supporting management information for operational managers in accordance with the BRDC Group timetable, ensuring that:
 - Variances to budget are reported , investigated and explained
 - Revenue and expenditure have been accounted for in the correct period
 - Accruals and recharges have been correctly processed
 - Departmental revenue and expenditure is correctly stated
 - Gross margin analysis is performed
- 2 Complete quarterly VAT returns
- 3 To assist in making the best use of the EPOS back-office till system for financial month-end & management information
- 4 To attend regular department meetings & to business partner and offer financial guidance where appropriate
- 5 To co-ordinate and prepare regular reconciliations of key balance sheet accounts, as directed by the Head of Finance
- 6 To provide assistance in the preparation of event returns for promoted events, ensuring that revenue and expenditure is completely and accurately recorded and reported
- 7 To provide accurate and timely analysis of existing business activities, and assist in preparing financial information for new or proposed product offerings
- 8 To assist the Head of Finance in preparing annual budgets and rolling forecasts, together with supporting variance analysis and commentary
- 9 To assist the Head of Finance in preparing accounts and supporting information for the statutory audit
- 10 To prepare ad hoc analyses and reports as directed by the Head of Finance and Finance Director
- 11 PSA and National Statistics

- 12 Reconciliation of the ticketing system transactions including credit offering and deferred vouchers
- 13 To assist in the control of Merchandise and Drive Stock
- 14 To provide cover for other team members as necessary

Relationships

- Reporting to the Head of Finance and indirectly to the Finance Director
- Working relationship with the operational managers
- Close working relationship with Finance team members

Limits of Authority

- In accordance with company policy

Desirable Qualifications and Experience

- Previous experience of working in high-volume and deadline-driven finance environment
- Experience of preparing management accounts, preferably in similar industry
- Experience of budgets and financial analysis of business performance
- Ability to work to tight and strict deadlines
- Part-qualified accountancy qualification essential
- Previous experience of Navision Accounting system an advantage
- Previous experience of a ticketing system also an advantage

Personal Attitude and Skills

- Highly motivated and positive 'can do' attitude
- Ability to multi-task, be flexible and handle multiple projects
- Proven interpersonal skills with internal and external partners
- Power user (Word, Excel, e-mail)

Competencies

Communication

Thinking style

Drive for results

Teamwork

Commercial awareness

Silverstone Circuits Ltd

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