

Assistant Accountant

About the position

Working with the Senior Accountant, the assistant accountant will be a key member of the accounting and financial team in Sumitomo Chemical UK and will be responsible for:

Key responsibilities

- Maintaining accounting records up to date by documenting and posting daily business transactions: AP invoices, AR invoices, expenditure costs, etc.
- Completing balance sheet key reconciliations: AR, AP, Stock and Fixed Assets subledger
- Housekeeping GL accounting
- Collaborating with our Logistics team for completeness of revenue recognition and full reconciliation
- Assisting on credit control: preparation of credit reports, monitoring credit limits against outstanding balances and current volumes
- Assisting in cash flow management (e.g., monitoring daily cash position, complete daily cash/bank reconciliations & postings to GL)
- Entering purchase invoices and reconciling against formerly approved POs
- Assisting in payment preparation: carry out an in-depth review of AP accounts to enable the execution of payments. (e.g., preparing payment runs proposals)
- Expensing management control (e.g., liaising with team to receive expenditure documents at due time to perform the closing periods in a timely manner)
- Reconciling Intercompany balances as part of month end process
- Preparing balance sheets and P&L variances analysis as part of month end closing
- Assisting with Masterdata maintenance (e.g., ensuring in the accounting integration of new products into the SSC accounting structure and systems)
- Assisting in preparation of budget and performance forecast
- Assisting with any other admin and accounting tasks within the team as and when required
- Assisting head of accounting and finance for the new initiative or project on the accounting and finance
- Participating in Finance meetings
- Responding to accounting queries and issues arising in a timely and professional manner
- Ensuring compliance with company accounting policies, procedures and internal controls.
- Interacting with auditors and assist with the preparation and documentation to support both internal and external audits.

Location

London (UK – W6)

Skills and experience

- Qualified/part-qualified accountant (ACCA / CIMA)
- 3-5 years of relevant working experience of accounting & finance
- Fluent English
- Able to work independently without supervision
- Flexible attitude with a willingness to take on a varied and evolving role
- Ability to multi-task and work well in a small, multicultural team
- Accuracy and attention to details
- Proven experience with SAP ERP (FICO Module)
- Advanced user of MS packages
- Familiarity with business intelligence solutions (BO, Qlikview etc.)

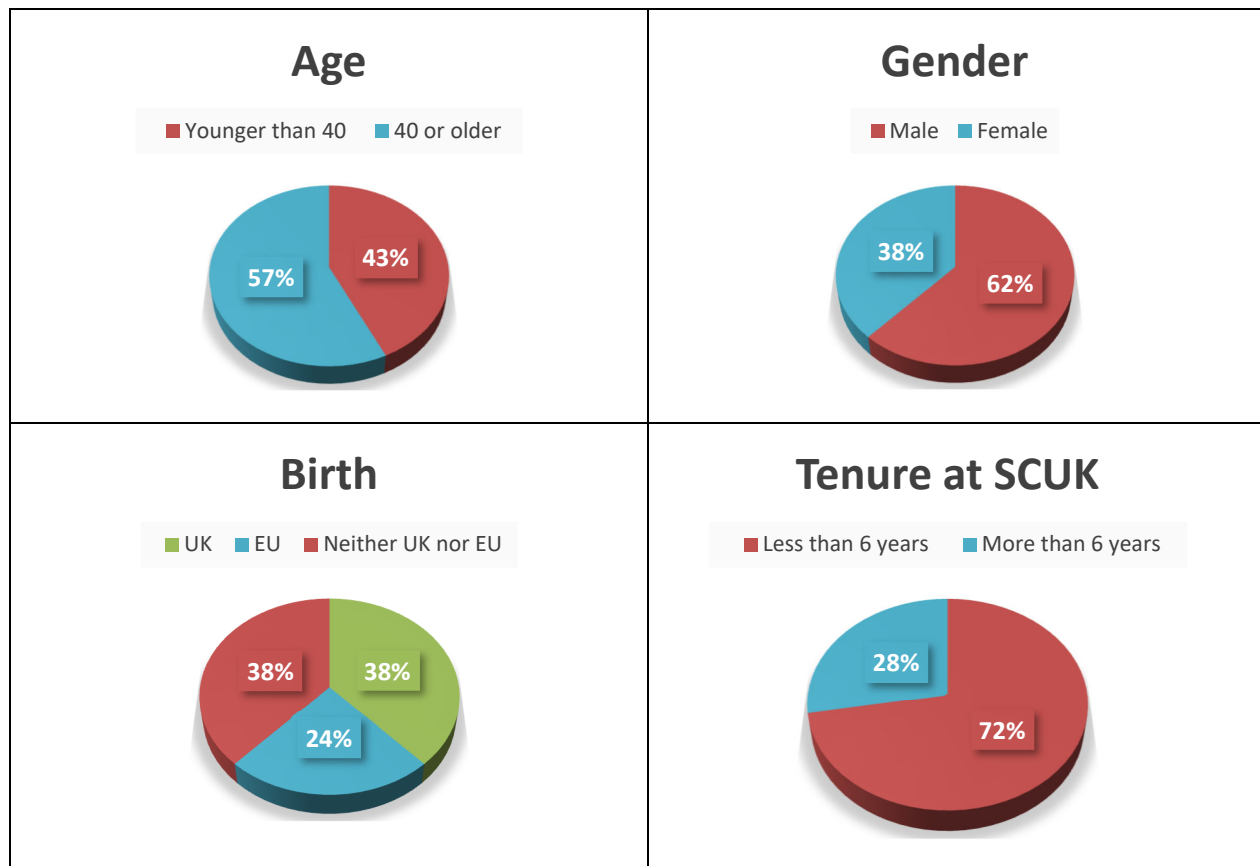
About Sumitomo Chemical group and Sumitomo Chemical (UK)

Sumitomo Chemical is a global chemicals powerhouse based in Japan, offering a diverse range of products globally in five sectors: petrochemicals and plastics, energy and functional materials, IT-related chemicals and materials, health and crop sciences products and pharmaceuticals.

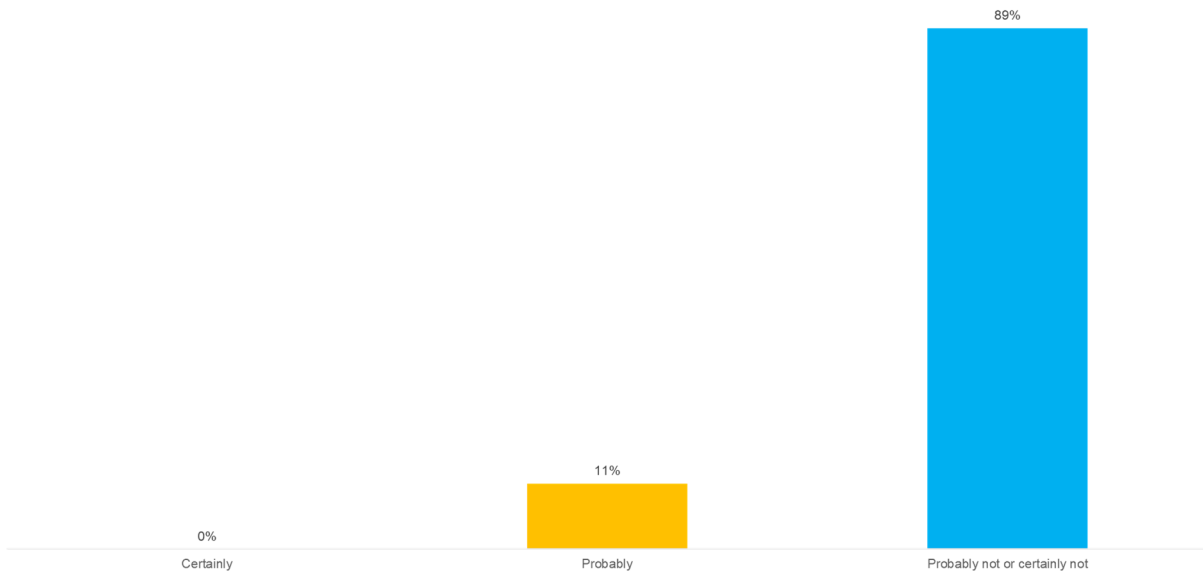
Originally part of the 400-year-old Sumitomo group, Sumitomo Chemical was established in 1913 to manufacture fertilisers from sulphur dioxide emitted from smelting operations in Japan with the aim of solving environmental problems caused by the emissions. Founded on this dual goal of eliminating pollution and helping to increase crop yields, the company remains fully committed to sustainable growth by creating new value through innovative technologies. Sumitomo Chemical became an independent company after the Second World War and today is listed on the Tokyo stock exchange, employs around 40 thousand people in over 50 countries and in FY2020-21 generated revenues of c. €20bn and net income of over €1bn. Established in 1989, Sumitomo Chemical (UK), part of the Health and Crop Science division of Sumitomo Chemical group, is the European distribution gate for all public health insect control products of Sumitomo Chemical group, as well as the regulatory and technical hub to support the group and its clients in Europe. The company employs 23 people and in FY2020-21 grew its revenues by over 20%, to €48mi. More information can be found on www.sumitomo-chem.co.jp and www.sumitomo-chemical.co.uk.

About working at SCUK

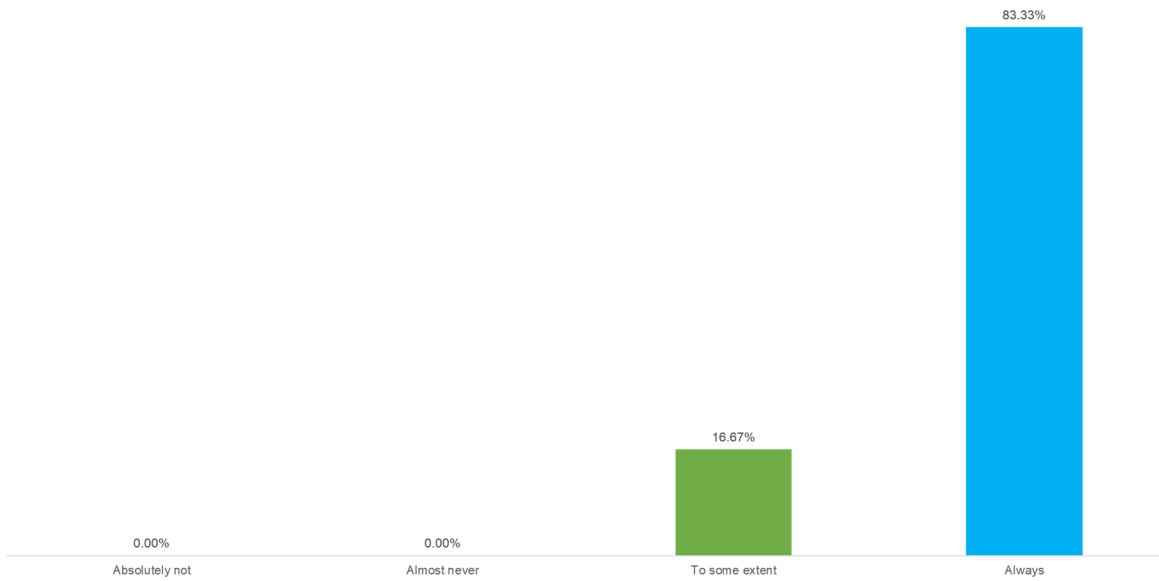
We take diversity, openness and being a top employer very seriously, and this shows in our all-staff annual surveys. We want to be a company you are proud to work for.



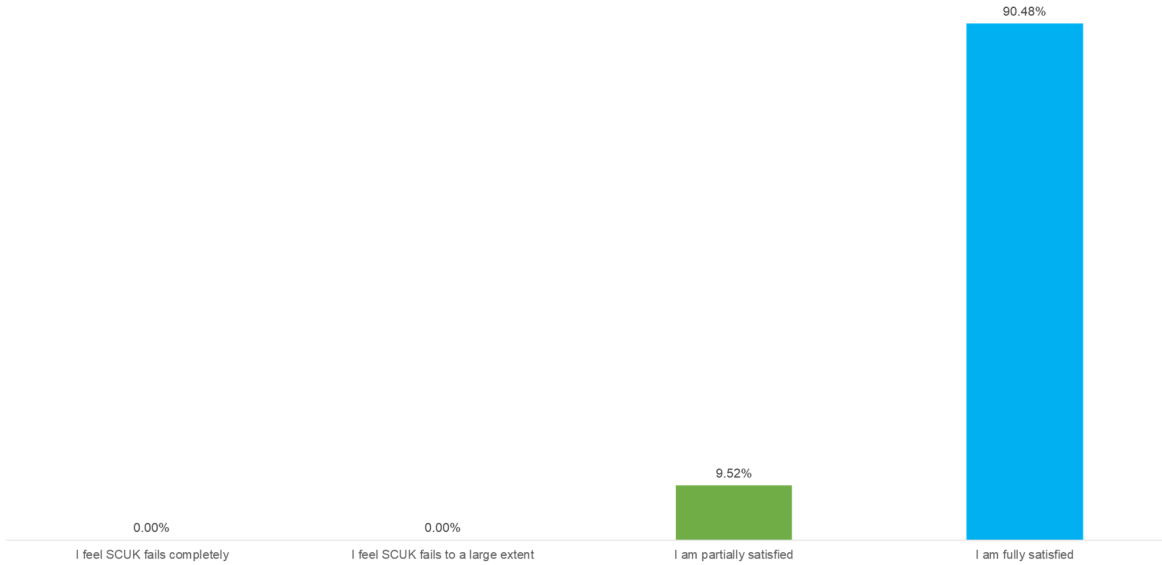
If you had an offer from a different company in the same field to do exactly the same work offering you 10% above your current package, would you leave SCUK?



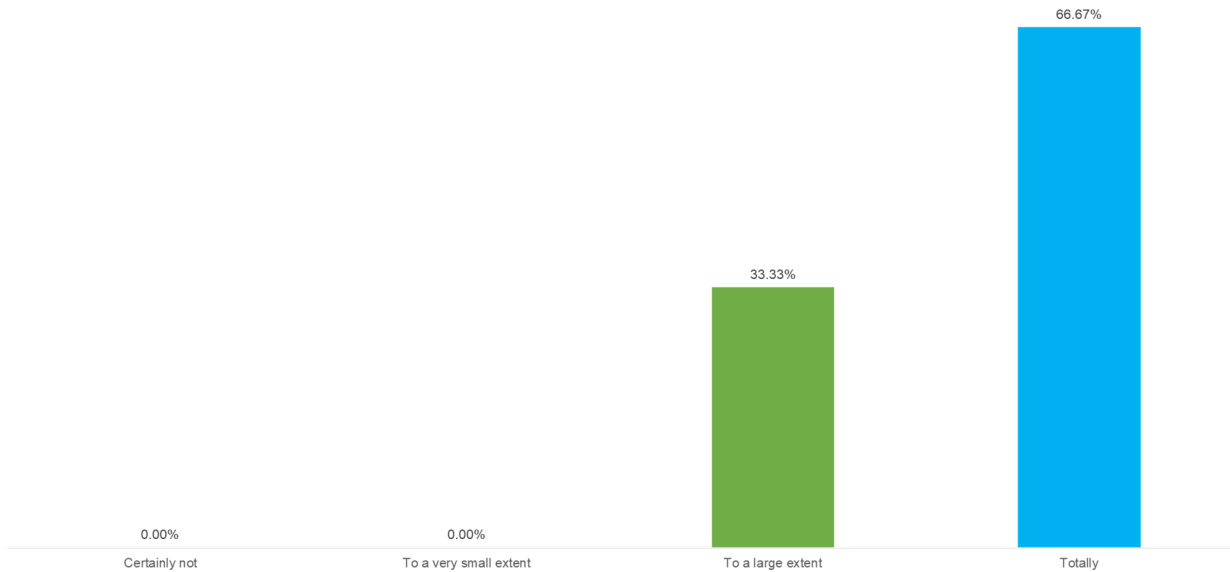
To what extent do you feel you can have open, honest and constructive discussions about your personal circumstances, special needs and career development with your line manager?



Do you believe that SCUK currently provides an inclusive work environment that respects your personal circumstances and makes you feel included?



Are you proud to work for SCUK?



Package

- A truly informal, inclusive and friendly, culturally diverse small team with a can-do attitude
- A company with the highest ethical and social standards, having now received the EcoVadis Gold Award twice (top 5% companies globally) and being accredited by the Living Wage Foundation
- Up to 20% bonus based on individual and company performance
- Commuting allowance
- 9% employer pension contribution
- 27 days holiday per year (increasing to 30 days after 5 years), *plus* (i) company closed between Xmas and 3 Jan (incl.) and (ii) UK national holidays
- Gym membership reimbursement
- Flexible working
- Remote working

- Private family medical healthcare (Vitality)
- Life assurance 4x annual salary
- Annual full medical check
- Enhanced maternity (6 months full pay) or paternity/spouse (10 weeks full pay) leave
- Up to 10-days per annum for personal time-off

Applications

application@sumitomo-chemical.co.uk