

# Job Description

## Role Title: Management Accountant

Location of Role	UK Head Office – Hemel Hempstead /Hybrid
Department	Finance
Reports To	Mireille Epstein – Group Financial Controller
Direct Reports	None
H.E.L Contact	Mireille Epstein
Date Drafted	July 2024

## About H.E.L

Our mission at H.E.L Group is to make a healthier, sustainable, safer world for everyone. We equip scientists with the right tools and knowledge to develop safe, efficient new processes and molecules that benefit the world and its population.

Our core values are:

**Insightful through Experience**  
**Collaborative by Design**  
**Tenacious in Spirit**  
**Proud of Progress**

We operate globally with offices in London - UK (HQ), Princeton - USA, Beijing - China, India and Singapore and field-based staff across our direct regions and trusted partners in distribution territories.

## Core Competencies

<b>Core Competency</b>	<b>Overcoming Challenges with Solutions</b>
<b>Linked Value</b>	Insightful through Experience
<b>Description</b>	<ul style="list-style-type: none"> <li>• Draw upon our vast experience to meet, and exceed customer needs</li> <li>• Use challenges as opportunities to improve and grow</li> <li>• Embrace innovation and champion change</li> <li>• Lead the most customer-focused, commercially driven solutions to success</li> </ul>

<b>Core Competency</b>	<b>Cross-Functional Working</b>
<b>Linked Value</b>	Collaborative by Design
<b>Description</b>	<ul style="list-style-type: none"> <li>• Build solid relationships with colleagues within other areas</li> <li>• Balance perspectives of all involved</li> <li>• Work collaboratively to achieve the shared goals</li> <li>• Contribute towards cultivating a one-team culture</li> </ul>

<b>Core Competency</b>	<b>Getting the Job Done Well</b>
<b>Linked Value</b>	Tenacious in Spirit
<b>Description</b>	<ul style="list-style-type: none"> <li>• Demonstrate resilience to complete challenging work</li> <li>• Draw upon all available resources and spot problems early</li> <li>• Go the extra mile to achieve desired outcomes</li> <li>• Share knowledge and expertise with colleagues and customers</li> </ul>

<b>Core Competency</b>	<b>Being a H.E.L Ambassador</b>
<b>Linked Value</b>	Proud of Progress
<b>Description</b>	<ul style="list-style-type: none"> <li>• Represent H.E.L in the best way possible, internally and externally</li> <li>• Be a positive role model within the business</li> <li>• Promote our external reputation</li> <li>• Celebrate the successes of others</li> </ul>

## Key Responsibilities of the Role

### Primary Purpose

This role is to qualified accountant to support the Group Financial Controller to ensure UK financial controls are adhered to and financial accounts are prepared accurately and timely.

It will have responsibility for the financial accounts and controls of the three UK legal entities and 1 US subsidiary and is likely to get exposure to the wider international group

### Key Responsibilities

- Preparing monthly management accounts to a WD5 deadline
- Preparing global weekly after sales reports
- Managing all payments out of the UK bank accounts; trade creditors, payroll and pension related costs, finance and other costs.
- Approving weekly payment runs
- Preparing payroll for HEL Ltd and HEL Group working with payroll provider
- Preparing pension payments
- Reviewing credit cards expenses & approvals on concur – new card holder applications
- Cash flow forecasting for the group
- Taking responsibility for UK & USA P&L
- R&D tax credits financial submission preparation (1 x year)
- Margin report for equipment
- Liaising with external auditors as necessary
- Support and liaising with internal departments, intercompany, agents and clients
- General – any other tasks as required by the department



## Candidate Requirements

### Essential Skills and Experience

- **Qualified accountant (ACCA/CIMA)**
- Significant experience of undertaking a similar role, gained within a Group of companies where accounts have required consolidation
- Experience of an ERP system (Enterprise Resource Planning) gained within a manufacturing business
- Competent in the use of Microsoft Office (Word, Excel, PowerPoint, and Outlook) email and use of the Internet
- Excellent attention to detail needed
- Ability to develop and maintain excellent working relationships both internally and externally and will have the ability to work well within a team
- Excellent organisational skills
- Good written and verbal communication skills
- Experience of SAP B1 would be an advantage

### Training Provided

- Training on company business information systems applicable for role
- Health & Safety training, as required
- On the job training
- H.E.L products and processes relevant to the role

## Physical Demands of the Role

General (Check all that apply)

Criteria	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms			x	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			

## Weight lifting or Force Exertion (Check all that apply)

Weight	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Up to 10 pounds (4.5 kg)			x	
Up to 25 pounds (11.5 kg)		X		
Up to 50 pounds (23 kg)		x		
Up to 100 pounds (45 kg)	X			
Over 100 pounds (45 kg)	X			

## Specific Vision Requirements (Check all that apply)

Ability	Required?
Close vision (Clear vision at 20 inches/ 50 centimetres)	X
Distance vision (Clear vision at 20 feet/ 6 metres or more)	X
Colour vision (ability to identify and distinguish colours)	X
Peripheral vision (observing an area above, below, left or right while eyes are fixed on a given point)	X
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	X
Ability to focus (ability to adjust eyes to bring and object into sharp focus)	x