

Job Title: Management Accountant

Working Hours: Mon – Friday, 8.30am to 5.30pm

Salary: Competitive

Location: Winchester

Contract Type: Full Time

Why Join RJM?

At **RJM International**, we are at the forefront of the global energy transition. As a world-leading engineering technology company, we enable energy producers to achieve **efficient, reliable, and cost-effective low-carbon power generation**—and we’re growing to meet demand.

Our work is complex, bespoke, and **pioneering**. We don’t just optimise existing systems – we **invent** new ones. Our track record of innovation has earned us industry recognition, including the prestigious **Queen’s Award for Enterprise: Innovation**.

With offices in **Winchester, Ireland, Singapore, Malaysia, and the USA**, we make a real impact on the future of energy worldwide.

Assistant Management Accountant – Be part of a vital team

We’re looking for a **skilled, experienced, and organised** Assistant Management Accountant to join our existing finance team.

If you have expertise in **Sage, Quickbooks** and **Xero**, an **analytical mindset**, and enjoy working as part of a **busy team** with varied work each day, this is your chance to make a real impact.

As a **member of our finance team**, you’ll have the opportunity of dealing with a whole range of accounts work including analysis that will directly support the main operating activities and the running of the business. You’ll work across the RJM companies to support with many accounting functions.

What You'll Be Doing

Purchase Ledger

The whole team deals with invoice processing. As the coding of invoices can be complex and accuracy is essential to inform the rest of the RJM Finance work, this is a vital part of the work.

- Deal with the full purchase invoice process including checking invoice details, working with the purchase order system, processing the invoices through in the accounts system using accurate coding and following the approval system.
- Generating payment reports, paying approved supplier invoices to the due date and record payments in the accounting system. Make payments to suppliers.
- Ensure correct processing of proforma and postponed import VAT accounting invoices and monitoring these invoices.
- Reconcile aged POs in the purchase order log.

Sales Ledger

The whole team deals with invoice processing. As the coding of invoices can be complex and accuracy is essential to inform the rest of the RJM Finance work, this is a vital part of the work.

- Deal with the full sales invoice process including checking invoice details for accuracy and question issues with the invoice preparer, working with the sales order system, and processing the invoices through in the accounts system using accurate coding.
- Check everything has been received and processed in the Sales Invoice Log and liaise with the Project Manager if not.
- Record customer receipts in Sage.
- Reconcile aged SOs in the sales order log.

Credit card and expenses

- Review employees' credit card claims and expense claims, process in the accounts system and prepare reimbursement for expenses.
- Manage petty cash transactions and maintain cash currencies for smooth running of Petty Cash in a variety of currencies.
- Chase employees for receipts when not provided to reconcile the outstanding petty cash balances and expenses.

Time Sheet System

- Be the first point of contact for timesheet system queries.
- Add new employees to the time sheet system and set up appropriate coding for these employees.
- Send reminders to employees who have not submitted their timesheets, manage employees who need reminders and try to get them back on track with submitting timesheets.
- Get reports from the time sheet system that are appropriate for those requested by RJM employees and management.
- Complete training to become a competent administrator of the time sheet system.
- Set up new projects in the timesheet system, the accounts system, the project log and the projects cash flow.

Cash flow preparation and P&Ls

- Download P&L reports from accounting system and check for value and project detail accuracy, update cashflow and ensure that amounts/detail is not lost from cashflow, email each PM with cashflow link and P&L report so that they can check/feedback.
- Save the monthly cashflow as 'read only' once agreed with the Operations Director.

Management Accounts

- Independently prepare a range of journals including prepayment and accruals post in the accounting system.
- Post journals prepared by the Financial Controller.
- Understand the Profit and Loss and be able to explain the company finances and changes to these finances on a month to month basis.
- Ensure any intercompany transactions are complete for the month.
- Understand the impact of the balance sheet and update the balance sheet reconciliations, finding any discrepancies.
- Prepare the slide pack for the Management Accounts PowerPoint for the Financial Controller to present to the directors. Answer questions from the Financial Controller to inform the meeting with the directors.

VAT Support

- Prepare the quarterly VAT returns for all RJM and connected companies and get the VAT returns ready for the Financial Controller to reconcile in the accounts system. Support up to submission which will be handled by the Financial Controller.
- Have a good understanding of UK VAT and develop an understanding of issue with VAT that may impact the VAT return (postponed import VAT, import VAT at foreign borders).
- Be willing to work with the projects staff on the VAT implications of importing and exporting.

Bank Reconciliations

- Account for all bank account transactions and accurately record in the accounting software.
- Reconcile a range of bank accounts in different currencies.
- Work with exchange rates and apply these to foreign currency accounts.

Additional tasks

- Conduct Purchase Ledger and Sales Ledger checks for accuracy of invoice coding and check to RJM logs for completeness.
 - Support the Financial Controller in preparing documents for the external accountants, to enable them to prepare the Statutory Accounts.
 - Manage the phone usage and day-to-day running of the company mobile phone contract, including purchasing additional data and advising employees who are travelling abroad.
 - Deal with queries from other RJM employees for access to projects in the timesheet system, status of supplier invoices and customer receipts.
 - Analysis that impacts the accounts and finances of the group or the projects.
 - Other tasks may be requested of you by the Financial Controller or Directors of RJM.
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What We're Looking For

We know that top talent comes in many forms. Even if you don't tick every box, we'd love to hear from you.

Must-Haves:

- AAT or equivalent
- Degree qualified (2:1 or above).
- 4 to 6 years' experience working in finance.
- Strong organisational skills with a demonstrated ability to manage details and attention to detail.
- Strong communication skills and an ability to liaise with all levels of RJM staff and management.
- A drive to continuously improve the Finance Department processes.
- Excel to intermediate standard or above and able to problem solve to find solutions in excel.
- Good management of own workload, and self-motivated to ensure that work is completed to time.
- Previous experience of competent use of accounts packages.
- Quick to learn and assimilate new information and work in a fast-paced accounting department.
- Understand currencies and able to work with a variety of currencies across the full workload.
- Be able to work within a range of RJM companies and be adaptable and able to juggle workload in different areas of the business.
- Flexible, honest and hardworking.

Bonus Points for:

- Experience in the power generation sector.
- Excel to advanced standard.
- Previously used Sage 50 Accounts, Xero or Quickbooks.

Why RJM?

We **invest in top talent** and offer:

- ✓ Subsidised private healthcare
- ✓ Discretionary bonus scheme
- ✓ Pension & death-in-service benefit
- ✓ Continuous on the job development
- ✓ Varied work where each day will be different

Join RJM and be part of an industry-leading team pushing the boundaries of energy innovation.