

## Key facts

<b>Job title:</b>	Management Accounting Trainee	<b>Location:</b>	Paisley
<b>Business:</b>	Taylor Wimpey West Scotland	<b>Report to:</b>	Finance Manager

## The purpose of the role

The aim will be to equip the trainee with an appreciation of the Company's overall business and an in-depth knowledge of the Finance function within the Regional Business Unit. The overall training will enable the Trainee to carry out the key activities as detailed below. Thereafter, and subject to the Trainee's performance over a four year period and a suitable vacancy, it will be the intention to employ the Trainee in an appropriate permanent position within the Finance Department.

The Management Accounting Trainee will study part time at an agreed college/training provider to gain the CIMA Diploma in Business Accounting Practice. On successful completion of the diploma the trainee will then be eligible to continue their studies with the CIMA Professional Qualification.

## Key accountabilities and activities

### Purchase Ledger

- Working alongside the purchase ledger team to gain an all-round knowledge of invoice processing, supplier account reconciliations, account set up and maintenance.
- Working with the Commercial team on supplier account queries
- Processing and checking employee expenses
- Processing weekly cheque payments
- Opening mail and filing of invoices

### Cashbook

- Processing cashbook entries on Coins
- Cash book reconciliation

### Sales Ledger

- Review and process completion statements on Coins system
- Liaise with sales and legal teams on completion queries

### Financial Reporting and Analysis

- Working with the Finance Manager and Assistant Accountant on weekly and monthly reporting processes including general ledger journals, balance sheet reconciliations and producing financial statements
- Compliance with audit procedure and TW Operating Framework
- Ad hoc financial analysis work as required

### General

- Provide assistance with weekly payroll and subcontract ledger processes
- Attend meetings where required
- Ad hoc finance department processes including reception and IT support

## Primary network: who you will work with

<b>Internal:</b>	All staff and departments within the West Scotland business unit and Head Office Finance
<b>External:</b>	Suppliers and sub-contractors

## Key competencies

- Team working
- Continuously improve performance
- Solution focused
- Attention to detail
- Develops relationships
- Communication
- Motivation

## Key experience

- Knowledge of MS Office (Excel, Word and Outlook)
- Ability to multi-task and prioritise workload
- Working as part of a team
- 3 Highers at Grade C or above to include English and Maths

## Training Progression

- Exam results and college reports will be reviewed at the appropriate time, and continuing employment will be dependent upon satisfactory results
- The Trainee will be appraised every three/six months to review progress
- The Trainee's salary will be reviewed annually

If you wish to be considered for this role, please send your C.V. to:

Michelle Cameron, Finance Manager, Taylor Wimpey West Scotland, Unit C Ground Floor, Cirrus Building, Marchburn Drive, Paisley PA3 2SJ or via email to [michelle.cameron@taylorwimpey.com](mailto:michelle.cameron@taylorwimpey.com).

Please advise your Line Manager if you are currently employed by Taylor Wimpey and are intending to apply for this position.

**Closing date for applications is 15<sup>th</sup> June 2016.**

**Internal applicants – please advise your Line Manager if applying for this role.**