

Job title: General Ledger Team Manager

Reports directly to: Group Head of Finance Shared Services

Purpose: As a key member of the Finance Shared Services Centre (FSSC) for Meggitt, the General Ledger Manager (GL) will lead the GL team currently of four persons and will manage the delivery and quality of service, the team workload and controllership of the GL function in the UK FSSC dealing with its UK and non-UK internal customers.

Primary working relationships & interfaces: Accounts Receivable / Accounts Payable Team Leaders, four direct reports and Group Project Leader

Specific responsibilities:

Operational and process responsibilities


- Manage posting of financial transactions, manage internal customer query resolution and ensure equal distribution of workload across all General Ledger team members
- Deal with specific internal customer service site issues as required
- Promote positive image of the FSSC General Ledger team and FSSC to external and internal customers
- Resolve all escalated queries and disputes with appropriate stakeholders to maintain internal customer satisfaction and to drive individual GL processes such as posting of journal entries, ledger account and bank reconciliations and management of fixed assets administration, escalating customer service issues as necessary
- Maintain integrity of the General Ledger reconciliations to appropriate sub-ledgers and supporting documents including month end reconciliation to the General Ledger
- Oversee process for expense report sample selection and audit
- Promote and implement standardisation of GL processes
- Manage VAT and intrastat reporting
- Ensure that the controls framework is applied to FSSC General Ledger activities
- Archive records to satisfy audit, tax and statutory requirements of the relevant jurisdiction of FSSC clients
- Ensure procedures are up to date and fully complied with
- Promote culture of continuous process improvement

Customer service responsibilities

- Continually enhance Meggitt's reputation for excellent customer service both internally and externally
- Maintain good working relationship with the internal customers/site and SBUs
- Maintain good working relationships with other FSSC teams
- Ensure service is delivered in line with agreed controls and procedures
- Ensure service is delivered in accordance with the Service Level Agreement
- Identify, analyse and resolve performance issues
- Support process and system improvement projects by leveraging team resources to deliver regional / global projects
- Liaise with internal Strategic Business Units (SBUs) to clear mismatches and other discrepancies. Escalate change management issues which impact performance

Management responsibilities

- Manage the GL team's workload and assign priorities as needed
- Deliver clear and timely communication on all issues, both internal and external
- Lead the team to continuously improve performance and motivate team members
- Lead the team to achieve individual and GL team objectives
- Manage the team against all "people" policies in the FSSC, including discipline; grievance; etc.
- Operate within the FSSC standards for communication and customer service
- Perform other duties as assigned or requested that are in accordance with the responsibilities of a member

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- of the FSSC management team and / or a team lead
 - Attend FSSC Leadership meetings on behalf of the GL team

Key skills and competencies required:

- Hold a recognised accounting qualification of AAT or above
- Experience of working in a group environment – eg as part of a group of companies with inter-company transactions is ideal
- VAT/Intrastat reporting experience is preferred
- Must have experience of working with a large ERP system preferred
- SAP essential
- Team management experience is essential (minimum three)
- Capex reporting experience is essential
- Fixed asset administration experience is essential
- Must have good time management skills
- Preferably some experience of working on projects (eg system upgrades or transitions)
- Experience of the rigors of a regular month end closing cycle is essential
- Experience of working in a multi-currency environment is preferred
- A good team player
- Ensures accountability
- Collaborative
- Customer focused
- High Quality of Decision
- Resilience
- Drives results
- Adaptable