



POSITION PROFILE

Management
Accountant
(Part-Time)



The Company	3
The Role	4
The Individual	5
Remuneration and Recruitment Process	6
Appendix 1: Benefits	7





The Peter Vardy Group of Companies is a family owned, owner managed omni channel automotive business located in Scotland. With turnover now exceeding £600m per annum, the automotive retail business represents the Peter Vardy CARZ used car supermarket brand as well as some of the most prestigious brands in the world including Porsche, BMW, MINI and Jaguar and Land Rover. The business has a focus on a world-class guest experience in-store and online. Their 2030 strategy maps out ambitious growth plans with the guest experience at heart.

The Group has focused its business activities within the Scottish Region and currently has fourteen award-winning dealership locations throughout Scotland with a Head Office based in Motherwell. The aim is for Peter Vardy Group is to be the Best Place to Work and the Best Place to Buy, and the business has won awards in both areas in recent years.

The overall purpose of the Peter Vardy Group is "We Sell to Give", with 10% of the Group's annual profits going directly to the Peter Vardy Foundation, which supports children and young people across Scotland and worldwide. An integral part of the Group's strategy is 'Every Life is Worthy' and they prioritise supporting colleagues, guests and communities. The group has two charities the details of which can be found below:

- **GenPlus (previously GenZ Leaders)** is a transformational personal development and meta-skills programme helping school children across Scotland develop leadership skills, increase their confidence, and make better choices for a better future
- **The Peter Vardy Foundation** was created as a way of distributing 10% of the profits from the Peter Vardy Group to good causes. It exists to improve the lives of vulnerable children and young people both locally and abroad





Job Title: Management Accountant (Part-time, 20-24 hours per week)

Location: Remote or from offices based in Motherwell

Position Overview

The Management Accountant will be an experienced individual who will be confident enough to take ownership of the end-to-end process for the two charities whilst supporting the wider team.

This is an excellent opportunity to join a well-established team and to be a part of an award-winning business as they continue to go through an exciting period of growth. As the Group continues to grow, as does their charitable work and as a result Peter Vardy Group now require a dedicated Management Accountant to support their great causes. This is a newly created role and can be conducted remotely or based at Vardy Central, in Motherwell. The individual will have regular contact with the Group Finance Director and the Head of Operational Finance and should be able to demonstrate the ability to work on their own initiative as well as part of a team.

The candidate will be expected to perform the following responsibilities:

- Maintain the sales and purchase ledger on an ongoing basis
- Prepare monthly reporting packs for monthly operation reviews including variance analysis against budget
- Prepare and collate budgets with input from the operational team
- Prepare quarterly packs for trustee meetings
- Responsible for ensuring OSCR reporting requirements and deadlines are met
- Responsible for the month-end close, posting journals on Xero and preparing monthly management accounts
- Collate information for the year-end audit process and respond to queries from the charity's auditors
- Oversee cost control of various projects, tracking spend and delivery of outcomes
- Review the cash position of the charity and providing insight into funding requirements



The Management Accountant role requires a driven and motivated individual that is used to working in a fast-paced working environment. We are particularly keen to speak to those with experience working within the charity sector and an interest in the motor trade would also be advantageous, although not required.

Peter Vardy Key Characteristics:

- Audacity – willing to take risks and being proactive
- Unity – help motivate others, work together as part of a team
- Generosity – seek to help and support others
- Humility – 100% effort into achieving goals and objectives
- Tenacity – being open, honest, organised and accountable

A summary of the key candidate requirements are as follows:

Experience:

- Experience in the preparation of management accounts and involvement in budgeting and planning processes
- Experience of working in a fast-paced organisation and working to tight deadlines
- Previous experience working with charities is desirable
- Previous experience of Xero desirable

Skills, Knowledge & Abilities:

- Strong Microsoft Office skills
- Knowledge of external audit processes and standards
- Strong attention to detail
- Excellent Excel and numeration skills
- Ability to prioritise and adapt to changing workload effectively
- Excellent communication skills
- Able to work on their own initiative

Other Key Characteristics & Behaviours:

- High levels of drive and personal commitment to achieve success
- Remains calm when under pressure
- Results-driven and respect for deadlines
- Strong team player



Salary:	Competitive based on experience
Company Pension:	Employer contribution: 3% employer, 5% employee
Holiday Entitlement:	30 days plus additional days for time in service (pro-rata)
Bonus / Share Scheme:	See benefits package in Appendix 1



Gillian O'Neil, CFO Services

T: 07432 482 882

E: gillianoneil@rutherfordcross.com

The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- Second stages will be with the Finance Director and Head of Operational Finance
- Applications should be sent to Gillian O'Neil at Rutherford Cross:
gillianoneil@rutherfordcross.com



Financial Wellbeing

- Best pay scheme for best performance
- PV Cares – Employee discounts and Lease car options
- World class incentives
- 30 days holiday plus additional for long service (pro-rata)

Mental Wellbeing

- Mental Health MOT's
- Dedicated In house counselling team.
- Mental Health First Aid Training (Manager)
- Life Assurance
- Flexible working

Physical Wellbeing

- Covid health and safety measures
- Access to PV Wellness and Fitness App
- Cycle Scheme

Spiritual Wellbeing

- Company Chaplin support
- Giving back programme
- Mentor Programme
- Colleague Events – Family events, Children's Christmas party, Ball

