

# Job Description

## Management Accountant



<b>Directorate:</b>	Finance
<b>Team:</b>	Finance
<b>Role Type:</b>	Remote
<b>Reports to:</b>	Finance Manager – Financial Accounts
<b>Direct Reports:</b>	No direct reports
<b>Overall Job purpose:</b>	
To support the Finance Manager (FA) in the production of the monthly management reports and in the preparation and consolidation of the annual budget and forecasting processes. To provide business partner support to key managers and budget holders of the business in the preparation of departmental budgets and reforecasts of service and management costs.	
<b>Core responsibilities:</b>	
<p><b><u>Management Reporting</u></b></p> <ul style="list-style-type: none"> <li>• Responsible for producing accurate, timely and regular management reports and written commentary analysing variances to relevant budgets and forecasts.</li> <li>• Working closely with the Finance Manager (FA), prepare accurate and timely monthly Management Accounts, Financial Reports and Board Reports. Proactively monitor business performance, highlight risks, and work with the management team to take corrective action.</li> <li>• As part of the Management Accounts preparation, take responsibility for accruals, prepayments, balance sheet reconciliations, specific areas of income and expenditure, and commentary.</li> <li>• To develop and prepare financial and non-financial reports as required, and other value adding activities for output to external agencies, management, committees and the board. Act as a key point of contact to the business for financial queries. Proactively resolve issues in a timely and professional manner.</li> </ul> <p><b><u>Budget setting &amp; Forecast</u></b></p>	

- Support the Service Manager Finance (SMF), with the preparation and consolidation of the annual budget and forecasting processes, produce regular monthly budget control and management reports with supporting variance analysis.
- Provide financial advice and support to managers and budget holders and assist in the preparation of departmental budgets and reforecasts of service and management costs.
- Directly responsible for organising and chairing regular meetings with budget holders and managers to take financial lead in the preparation of budgets and forecasts with the view to understand and challenge performance and assumptions in order to support the organisation in the delivery of its financial and value for money objectives.

#### **Financial Controls**

- Directly responsible for general ledger maintenance, accrual accounting and perform other general ledger adjustments and key reconciliations as required;
- To produce quarterly and annual regulatory and statutory accounts and reports as required;
- To support the Finance Manager(s) in developing and implementing new accounting procedures as required by business or regulatory changes;
- To provide high quality and accurate financial advice and meaningful analysis to budget holders and other employees which facilitates good accountancy practice and enables the company to achieve its objectives. Proactively resolve issues in a timely and professional manner.

#### **Systems**

- Undertake the role of “super user” for financial software package (Open Accounts) within finance, including maintenance of reporting hierarchies.
- Responsible for maintaining the Chart of Accounts, and systems administration in other finance systems
- Support and develop other members of the finance team to assist in the achievement of team objectives.

#### **Key Relationships**

- Internal - All Department Service Managers & Budget holders – required to challenge, influence and provide sound financial advice.

**Action**

**Commitment**

**Excellence**

**Integrity**

**Teamwork**

<ul style="list-style-type: none"> <li>External – Auditors – provision of information and explanations. Accountancy software providers – liaising with regard to the resolution of issues and enhancements.</li> </ul>
<b>Dimensions:</b>
<ul style="list-style-type: none"> <li>Responsible for safeguarding the organisation's financial resources through fulfilment of core responsibilities.</li> </ul>
<b>Additional information:</b>
DBS Required – BASIC
No job description can cover every issue which may arise and the post holder is expected to carry out other duties as required from time to time.

### Person specification

Requirements	Essential Criteria	Desirable Criteria
<b>Knowledge and experience</b> <i>Describe the knowledge and experience required to do the job. Is there particular knowledge required e.g. of particular regulations and procedures? What relevant experience is required?</i>	<ul style="list-style-type: none"> <li>Qualified Accountant</li> <li>Strong understanding of management and financial accounts.</li> <li>Experience at managing professional and effective relationships with budget holders at every level.</li> <li>Experience to provide advice in relation to Value for</li> </ul>	<ul style="list-style-type: none"> <li>Advanced knowledge of accounting;</li> <li>Housing associations;</li> <li>Knowledge of the accounting requirements presented by the applicable SORP;</li> <li>Use of the Open Accounts software package;</li> <li>Track record in improving performance, responding positively to</li> </ul>

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	<p>Money.</p> <ul style="list-style-type: none"> <li>• Knowledge of the operational and strategic requirements of a finance department of a small to medium sized company;</li> <li>• Proven ability and sufficient experience in management accounting as outlined in the job purpose within the job description;</li> <li>• Working to tight deadlines;</li> <li>• Work well under pressure;</li> <li>• Experience of operating and maintaining a range of accounting software packages including complex spread sheets.</li> </ul>	change and delivering results.
<p><b>Skills and abilities</b></p> <p><i>Describe the skills and abilities required to do the job effectively</i></p>	<ul style="list-style-type: none"> <li>• Ability to manage effective and professional internal customer relationships.</li> <li>• Professional credibility to constructively challenge budget holders.</li> <li>• Ability to plan, organise and prioritise effectively,</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to produce clear written reports for senior management and board;</li> <li>• Broad understanding and ability to consolidate departmental financial revenue reports (historical and future) to company income statement, balance</li> </ul>

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	<p>in order to achieve targets and meet deadlines;</p> <ul style="list-style-type: none"> <li>• Self-motivated with a positive outlook and the ability to take ownership for own work;</li> <li>• Good intellect with the ability to interpret relevant; information and analyse data;</li> <li>• Excellent numeracy skills;</li> <li>• Advanced excel skills;</li> <li>• Able to manipulate large volumes of data in a timely and accurate fashion;</li> <li>• Able to build strong working relationships with individuals and teams from all disciplines within the business;</li> <li>• Able to clearly explain and present technical financial information to non-experts;</li> <li>• Excellent verbal, reasoning and written communication skills.</li> <li>• Able to maintain strong working relationships with senior managers</li> <li>• Commercially aware, understanding and</li> </ul>	<p>sheet and cash flow statement;</p> <ul style="list-style-type: none"> <li>• Housing sector experience</li> </ul>
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	anticipating the needs of operations and corporate service.	
<b>Personal behaviours and style</b> We look for people who are committed to and demonstrate our core values of: <ul style="list-style-type: none"> <li>• <b>Action:</b> Getting things done while being accountable. <i>Delivering on objectives and taking responsibility for the service. A positive attitude.</i></li> <li>• <b>Commitment:</b> Putting customers first. <i>Being customer focussed; delivering excellent services to external and internal customers. Adopting a flexible approach.</i></li> <li>• <b>Excellence:</b> Always striving to be the best. <i>Continuously reviewing the service and improving efficiency. Exceeding our targets and improving standards.</i></li> <li>• <b>Integrity:</b> Honest and open in everything we do. <i>Maintaining our code of conduct and acting professionally at all times</i></li> <li>• <b>Teamwork:</b> Working together to deliver. <i>Building and maintaining excellent working relationships with internal managers/teams and external stakeholders; ensuring our corporate objectives are met.</i></li> </ul>		
<b>Qualifications</b> <i>Please state the level of education and professional qualifications and/or specific occupational training required</i>	<ul style="list-style-type: none"> <li>• Qualified Accountant</li> </ul>	
<b>Additional requirements</b> <i>Detail any additional requirements for the role e.g. able to work shift patterns including bank holiday nights and weekends, Must hold full current UK driving license Etc.</i>		
Version control:		
JD authorised by (Director):	Jeanette Beavors	Date: 23/02/2022

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