



Job Description Management Accountant (Officer level)

Reports to

Senior Finance Business Partner

Job Purpose

Responsible for delivery of timely and accurate monthly management accounts, fixed asset accounting and business partnering service functions of the organisation.

Values and Behaviours**Believe in better**

- Strive to make every experience exceptional
- Make every decision and action a responsible one; compliant, ethical, respectful and good for our planet
- Think commercially and compassionately to deliver exceptional value
- Strive for simple and be data led
- Make incremental improvements everyday, to set new standards we can all be proud of.

Here for each other

- Be kind, listen closely, trust and be trusted as we encourage and support each other to bring out our best
- Promote inclusivity, embrace diversity and recruit on fit first
- Welcome partnerships and collaborations so we might enjoy the benefits that new perspectives bring.

Love to learn

- Be curious to try, fail and learn by experimenting inside a safe space
- Commit to developing yourself and your skills and others along the way
- Take pride in contributing to the bigger picture, and help us to grow sustainably
- Take the lead. Be confident with your ideas, voice and actions.

Accountabilities

- Responsible for production of accurate and timely monthly management accounts and balance sheet reconciliations
- Maintenance of the fixed asset register, reporting on capital spend versus budget and preparing the fixed asset note for inclusion in the statutory accounts
- Act as finance business partner and first point of contact for all finance and accounting queries from the support functions of the business including Finance and People, Business Development and Digital and HTT. Provide monthly spend v budget reporting, analysis and insight to the support functions and work with the functions to identify savings to identify, deliver and measure value for money savings
- Responsible for the preparation of the weekly cashflow, reporting on actual and forecasted spend
- Assist the Senior Finance Business Partner with data analysis and information gathering for all departments within the organisation as required
- Assist with the annual rent setting process and reviewing of rental charges for new developments
- Support on development of fit for purpose finance systems and system generated reporting which are continually reviewed and improved in line with business needs
- Developing and maintaining an effective process and procedures to ensure departmental procedures are up to date and reflect current processes
- Own key KPI's and performance improvement within own area of responsibility
- Offer coaching, mentoring and development within your areas of expertise to other members of the Finance Team and promote finance awareness across the whole organisation, fostering a culture of continuous improvement

- Ensure financial policies, procedure and accounting policy are adhered to within own area of responsibility and support the Head of Finance to ensure adherence across the organisation
- Be an active and effective member of Finance Team and wider organisation, working cross-functionally in a collaborative manner to deliver business goals, projects and priorities

Knowledge and Experience

- Educated to degree level or equivalent with recognised professional accountancy qualification, or working towards qualification, with active membership and a demonstrable commitment to continuing professional development.
- Able to work with autonomy to deliver business priorities and manage workload within a dynamic operating environment
- Understanding and operational delivery of management accounting techniques and reporting, business partnering and effective financial reporting and monitoring of large scale fixed asset programmes.
- Experience of contributing to the performance of a successful team with a focus on delivery and continuous improvement
- Good verbal, written, and interpersonal communication and influencing skills required together with an eye for detail and can do attitude