

### Role Profile

<b>Role Title:</b>	Management Accountant
<b>Department:</b>	Finance
<b>Role Purpose:</b>	<p>Production of management accounts for a set portfolio of budgets, including variance analysis and commentary.</p> <p>To identify trends and provide budget performance feedback to the business on area(s) of responsibility.</p> <p>To facilitate and support the business with the forecasting process.</p> <p>To support the budget setting process undertaken annually with the team.</p> <p>Line management &amp; development of the Assistant Management Accountant.</p>
<b>Reporting to:</b>	Finance Business Partner
<b>Responsible for:</b>	Assistant Management Accountant
<b>Disclosure level:</b>	Standard
<b>Role Level:</b>	Frontline Manager

<b>Key Role Responsibilities</b>	<p><b>Management Accounts:</b> Accurate &amp; timely posting of standard, accrual and prepayment journals as necessary.</p> <p>Production of accurate &amp; timely monthly management accounts for area(s) of responsibility to the period end timetable.</p> <p>Identify trends and business reasons supporting under/over performance.</p> <p>Provide information to feed into the monthly Management Packs for Operational Directors and the Board.</p> <p>Presentation of key financial information to Operational Directors and managers within the organization.</p> <p>Attending monthly commercial reviews with managers in area(s) of responsibility.</p> <p>Regular review of scheme performances including operational KPI impacts on finance performance.</p>
----------------------------------	---

	<p><b>Budgets:</b> Complete the budget setting exercise for area(s) of responsibility in line with timetable requirements.</p> <p>Understand and interpret business change impacts on year on year performance.</p> <p>Presentation of budgets to Operational Managers and budget holders explaining complex finance information.</p> <p><b>Forecasting:</b> Complete the quarterly forecasting process for area(s) of responsibility.</p> <p><b>Control:</b> Complete monthly Balance sheet and control account reconciliations including ageing of balances.</p> <p>Regular review of sales ledger with credit control team and operational management.</p> <p><b>Line Management:</b> Line management &amp; development of the Assistant Management Accountant.</p> <p><b>General:</b> Training of budget holders on financial instructions and budget management.</p> <p>Continuous efficiency review of working practices.</p> <p>Ad hoc duties to support other teams within finance.</p>
--	---

<b>Education, Qualifications and Training</b>	Qualified Accountant (ACA/ACCA/CIMA) or Qualified by relevant experience.
<b>Knowledge and Experience</b>	<p>Production of management accounts with commentary tailored to various audiences.</p> <p>Completion of budget setting processes.</p> <p>Experience of report writing.</p> <p>Good knowledge of Excel (Vlookups, sumif, pivot tables and nested IF statements).</p>

<b>Role Specific Skills &amp; Behaviours</b>	<p>Accurate and detailed approach to work.</p> <p>Organised with the ability to carry out several tasks at once, prioritise effectively and meet tight deadlines.</p> <p>Ability to analyse complex data.</p> <p>A "can do" attitude – proactive and able to use own initiative.</p> <p>Ability to communicate effectively with managers across the business.</p> <p>Self-motivated.</p> <p>Strong team player with ability to influence finance and non-finance managers.</p> <p>Flexible approach to work.</p> <p>A positive ambassador for the team and department.</p>
--	--