

Role Profile

Role Title:	Assistant Management Accountant
Department:	Finance
Role Purpose:	This role supports our ongoing financial success by identify trends and providing budget performance feedback to the business area of responsibility, providing relevant information on which forecasts are prepared for the required business area, supporting the budget setting process annually and regularly meeting with budget managers within the business to ensure robust and accurate budget monitoring.
Reporting to:	Management Accountant
Responsible for:	N/A
Disclosure level:	N/A
Role Level:	Frontline Worker

Key Role Responsibilities	<p>Management Accounts</p> <ul style="list-style-type: none"> • Accurate posting of standard, accrual and prepayment journals as required. • Production of accurate monthly management accounts for area of responsibility. • Attendance at budget manager meetings, communicating and presenting financial information in an easy to understand way, both visually and verbally. • Contribute towards the preparation of monthly finance reports. • Maintenance of monthly working papers to monitor budgets and forecast. <p>Budgets</p> <ul style="list-style-type: none"> • Contribute to the budget setting process as directed. <p>Forecasting</p> <ul style="list-style-type: none"> • Contribute to the monthly forecasting process as directed. <p>General</p> <ul style="list-style-type: none"> • Continuous efficiency review of working practices.
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Education, Qualifications and Training	<ul style="list-style-type: none"> • Part or fully qualified Accountant (ACA/ACCA/CIMA), or qualified by experience.
Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience of working within a Management Accounts function including hands-on preparation of management accounts, budgeting, report writing and forecasting.
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Strong Excel skills including use of Vlookups, Sumif, Pivot Tables. • Accurate & Detailed approach to work. • Organised with the ability to carry out several tasks at once, prioritizing effectively. • Ability to work accurately and to tight deadlines. • A proactive 'can do' approach to work. • Ability to communicate effectively with budget managers, explaining finance information in simple, easy to understand ways both verbally and visually. • Positive ambassador to the finance team and the department.