

ROLE PROFILE

Role Title:	Management Accountant
Department:	Finance
Role Purpose:	This role will assist with the production of comprehensive management reports for Board, Exec, Committees and internal stakeholders and to assist with the preparation of monthly project accounting.
Reporting to:	Finance Business Partner – Projects & Reporting
Responsible for:	N/A
Disclosure level:	N/A
Role Level:	Frontline Worker

Key Role Responsibilities	<p>Management Accounts</p> <p>Review of standard journals, project ledger journals and accruals and prepayments as required.</p> <p>Review the monthly management accounts for the relevant area of responsibility to the period end timetable.</p> <p>Review and sense check identified trends and business reasons supporting under/over performance, and consider the impact on long term financial performance within the relevant business area.</p> <p>Preparation of key financial information to the Executive team and Functional directors.</p> <p>Supporting the Business Partners with stakeholder meetings to understand variations to agreed budgets and / or forecasts to ensure continued financial compliance, aligned to the business strategy.</p> <p>Assisting with the completion of monthly commercial reviews and production of output reports.</p> <p>Prepare financial information to influence business decisions, whether driven by business need or financial constraints.</p> <p>Regular review of processes and controls to ensure continued financial compliance including performing analysis and reconciliation of data exchanged between relevant systems.</p> <p>Updating and preparing the monthly master working papers with payroll information and other relevant KPIs coupled with effective</p>
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	<p>usage of VBA to schedule cost centre working papers.</p> <p>Updating and preparing the budget and forecast working papers with payroll information and other relevant KPIs coupled with effective usage of VBA to run cost centre models and the ability to re consolidate, prepare analysis and upload to O/A</p> <p>Budgets</p> <p>Assist with Business Partner with the budget setting process as directed.</p> <p>Forecasting</p> <p>Assist with Business Partner with the budget setting process as directed.</p> <p>General</p> <p>Maintain strong links with the wider Finance function providing constructive feedback and advice to support the delivery of the Finance strategy.</p> <p>Any additional duties commensurate with the grade and nature of the role.</p>
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<p>Education, Qualifications and Training</p>	<p>Finalist or newly qualified accountant (ACA/ACCA/CIMA)</p>
<p>Knowledge and Experience</p>	<p>Previous experience of working within a management accounts or commercial accounts function coupled with hands-on preparation of management accounts, budgeting, report writing and forecasting and the ability to partner effectively with key stakeholders and build professional working relationships.</p>
<p>Role Specific Skills & Behaviours</p>	<p>Strong Excel skills including use of vlookups, sumifs & pivot tables and VBA</p> <p>Take ownership to deliver high quality, accurate and easy to understand financial reports and analysis.</p> <p>Accurate and detailed approach to work.</p> <p>Organised with the ability to carry out several tasks at once and to prioritise effectively.</p> <p>Ability to analyse complex data, contextualising the links between cause and effect and being able to clearly deliver the message to various audiences.</p> <p>Ability to work accurately and to tight deadlines.</p> <p>A "can do" attitude – proactive and able to use own initiative.</p>

	<p>Ability to communicate effectively with colleagues across the business.</p> <p>Self-motivated.</p> <p>Flexible approach.</p> <p>The role has a reasonable level of autonomy and freedom to operate within the constraints set by any agreed objectives and deadlines. It is therefore expected that the post holder will be able to operate with a moderate level of support from line management.</p> <p>The post hold will also, on occasion, be expected to deputise for the Finance Business Partner.</p>
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