

# Job Description

## Management Accountant

### Job Details

<b>Job title</b>	Management Accountant
<b>Job purpose</b>	Assist in financial reporting and analysis to support effective decision making by Management. Ensure that all balance sheet entries can be explained and are relevant and accurate. Produce effective cash flow management and the safeguarding of business assets. Ensure that Financial value is added to the cost centres you are responsible for. Ensure tight month/year end deadlines are adhered to.
<b>Job location</b>	Office based (with hybrid working option)
<b>Reports to</b>	Head of Finance
<b>Qualifications</b>	+ ACCA or CIMA – Part Qualified
<b>Essential criteria</b>	+ Good organisational ability + Ability to prioritise and work under pressure + Attention to detail and ownership for the delivery of accurate work. + Good level of IT literacy, with MS Teams, Word, Outlook and Excel + Excellent verbal and written communication skills Business partnering with senior management

### Dimensions

<b>Line management</b>	Yes <input checked="" type="checkbox"/> (If assigned) No <input type="checkbox"/>	<b>Budget holder</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
------------------------	--	----------------------	---

### Job Purpose

<b>Core responsibilities</b>	<p><b>Expense Analysis</b></p> <ul style="list-style-type: none"> <li>+ Analyse nominal accounts ensuring costs are being directed to the correct account/cost centre.</li> <li>+ Ensure any anomalies discovered are corrected <u>and</u> the source of the problem identified with an adequate resolution put in place to ensure the chance of reoccurrence is minimised.</li> </ul>
------------------------------	--

	<p><b>Variance Analysis</b></p> <ul style="list-style-type: none"> <li>+ Monthly variance analysis undertaken on allocated cost centres with adequate commentary. This includes Income &amp; expense accounts.</li> </ul> <p><b>Fixed Assets</b></p> <ul style="list-style-type: none"> <li>+ Ensure any items requiring capitalisation are recognised accurately and depreciated in accordance with company policy.</li> </ul> <p><b>Balance Sheet Reconciliations</b></p> <ul style="list-style-type: none"> <li>+ Ensure all allocated balance sheets are reconciled monthly. All entries to be explained and reviewed on a regular basis to ensure we keep a clean balance sheet.</li> </ul> <p><b>Bank Reconciliation</b></p> <ul style="list-style-type: none"> <li>+ Bank reconciliation to be reviewed and reconciled monthly.</li> </ul> <p><b>Accounts Payable</b></p> <ul style="list-style-type: none"> <li>+ Cover for Accounts payable role during sickness or annual leave or where workloads dictate.</li> <li>+ This includes ensuring you are up to date with any amendments to current processes.</li> <li>+ Assist with queries from the Finance Helpdesk to ensure queries are dealt with within two working days.</li> </ul> <p><b>Payment Runs</b></p> <ul style="list-style-type: none"> <li>+ Ensure Weekly payment runs for employee expenses and Suppliers are accurate and timely</li> <li>+ Process International payments to ensure accurate and timely payments to cover the Finance Assistant where required</li> </ul> <p><b>Credit Control</b></p> <ul style="list-style-type: none"> <li>+ Cover for Credit Control role during sickness or annual leave or where workloads dictate.</li> <li>+ This includes ensuring you are up to date with any amendments to current processes.</li> </ul> <p><b>Invoicing</b></p> <ul style="list-style-type: none"> <li>+ Cover for Invoicing role during sickness or annual leave or where workloads dictate.</li> <li>+ This includes ensuring you are up to date with any amendments to current processes.</li> </ul> <p><b>KPI Reporting</b></p> <ul style="list-style-type: none"> <li>+ Produce KPI Reports in accordance with the business needs including the monthly days delivered and Overhead reports.</li> </ul> <p><b>Budgeting / Forecasting</b></p> <ul style="list-style-type: none"> <li>+ Assist with the production of year budgets and re-forecasts throughout the year. This will include liaising with your allocated cost centre owners to ensure they get the Finance Support they require.</li> <li>+ Weekly Pipeline report to be reviewed and issued to Section Heads</li> </ul>
--	---



	<p><b>Business Partnering</b></p> <ul style="list-style-type: none"> <li>+ Ensure regular meetings are held with your allocated cost centre owners ensuring that they are aware of their actual numbers vs budget and that you understand the reasons behind any variances to be able to feed this into the month end commentary.</li> </ul> <p><b>VAT</b></p> <ul style="list-style-type: none"> <li>+ VAT to be reconciled at least quarterly and payments made in accordance with HMRC regulations, including filing to Companies House.</li> </ul> <p><b>Year End</b></p> <ul style="list-style-type: none"> <li>+ Assist with the Year End Statutory accounts production and audit queries.</li> <li>+ Timely and accurate P11D's to be submitted to HMRC and workers</li> </ul> <p><b>Projects</b></p> <p>Assist with the testing of any Finance related Projects ensuring that all Project Objectives are considered, and any issues escalated accordingly.</p> <p><b><u>Other Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>+ Deputise for Finance Manager when required.</li> <li>+ Adopt the UKAS values, acting with "PRIDE" which stands for Professionalism, Respect, Integrity, Dedication and Excellence in everything we do.</li> </ul> <p><b>Decision Making</b></p> <p>Prioritise own work load, escalate appropriately, identify financial and process efficiencies, develop analysis and make recommendations that can support effective decision making and working practices.</p>
<b>Line management responsibilities (if assigned)</b>	<ul style="list-style-type: none"> <li>+ Manage the recruitment of your team alongside the Head of Finance in line with the company policy on recruitment.</li> <li>+ Manage the performance of your team in with the company policy on performance, absence and disciplinary.</li> <li>+ Identify, prioritise and determine work content and achievable targets for your team/team members.</li> </ul>

<b>Signature of job holder:</b>		<b>Date:</b>	
---------------------------------	--	--------------	--