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| **JOB DESCRIPTION** |
| **TITLE:** Management Accountant |  **DIVISION:** Finance |
| **POST NUMBER:** | **REPORTS TO:** Senior Finance Business Partner |

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| **MAIN PURPOSE*** Reporting into the Senior Finance Business Partner and supporting the Business Partnering Team, liaising with regional & site managers, support services and the rest of finance.
* The preparation and distribution of regular, accurate, timely, and relevant financial, business and KPI reports across the business.
* Full responsibility for producing the management reporting for one of the businesses operating regions.
* Full responsibility for the administration of the forecasting & reporting system, Adaptive Insight
* Full responsibility for the production of the company balanced scorecard
* To help ensure that the Business Partnering team operates effectively and provides the required support to business divisions.
* Producing any ad hoc reports that are requested by the company
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| **SUMMARY OF RESPONSIBILITIES AND DUTIES****Principle Duties*** Responsible for the production of the managements accounts of one of the businesses regions, in accordance with agreed timescales.
* Responsible for the coordination & production of the company Balanced Scorecard
* Full responsibility for the administration of the forecasting & reporting system, Adaptive Insight
* To ensure that the weekly dashboard and flash reports for all regions are produced accurately and in accordance with agreed timescales.
* To build strong working relationships within the departments and across the business, so as to ensure that key objectives are achieved.
* To assist with the company month end and year end processes with responsibility for the following: payroll journals, cost accruals, Income accrual, deferred income, cost of sales journals and other ad hoc tasks as and when required by the team.
* To assist with any ad-hoc projects which might include capital investment, the bidding process for new contracts, business and corporate planning, the development of financial and reporting systems or the acquisition of new businesses.
* To assist with the ongoing training and development of managers across the business.
* Producing any ad hoc reports

**Building and Maintenance*** Effectively implement and monitor the company’s Health and Safety policy and associated procedures
* Ensure that the buildings and grounds are maintained according to industry standards
* To carry out all duties with regard to Health & Safety requirements and regulations according to the Health & Safety Policy.

**Marketing and Branding*** To deliver the Company’s brands to the highest possible level of quality and to deliver associated programmes and promotions to support the Company’s Business objectives.
* Increase the company’s image and credibility

**Customer Services*** Promote an excellent standard of Customer Service operating in accordance with Mytime’s Code of Conduct and Customer Service Standards.
* Develop, maintain and evolve good relations with existing Clients and stakeholders
* To deal with customers in a friendly and professional manner at all times

**People Management*** Deliver management accounting induction for new staff and on-going training. Equipping managers with appropriate knowledge and tools to effectively manage the finances of their operations.
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| **SKILLS AND ABILITIES*** Excellent System skills and particularly advanced excel skills, able to use pivot tables and manipulate large amounts of data from different sources. Good level of MS office to produce reports and documents including graphs and tables.
* Good communicator with strong relationship building skills to develop and maintain solid working relationships across the department and the business. Comfortable working as part of a team.
* Ability to interpret data and information to identify key issues and trends and present and communicate clearly to colleagues.
* Comfortable undertaking and completing detailed reconciliations. Strong attention to detail.
* Ability to challenge and make suggestions for improvement.
* Ability to prioritise workloads loads to ensure that key objectives are achieved.
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| **KNOWLEDGE*** Demonstrate good understanding and working knowledge of financial management, controls, disciplines, accounting principles and policies and the principles and methods adopted in reporting and understanding performance.
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| **EXPERIENCE*** At least 2 years’ experience of working as either an assistant management accountant or management accountant.
* Multi-site environment/multi dimensional business experience would be an advantage.
* Some understanding of KPIs and other non financial performance monitoring tools.
* Experience of detailed and complex reconciliations, journal preparation and posting, and some experience of the preparation of management accounts
* Variance analysis and preparation of analytical reviews.
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| **QUALIFICATIONS*** Part qualified accountant or finalist (ACCA/CA/CIMA/CIPFA) or equivalent experience.
* There is scope to develop and grow within the role, so a candidate working towards a recognised accountancy qualification would be considered favourably
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| **CONDITIONS OF EMPLOYMENT*** Satisfactory health clearance;
* Two Satisfactory references;
* Right to work in the UK.
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| **SPECIAL REQUIREMENTS*** Highly motivated self-starter with resilience and determination and the ability to see jobs through to completion;
* Evidence of a personal commitment to continuing professional development and maintaining an up-to-date professional knowledge sufficient to be a credible and effective source of advice;
* Whenever possible maintain flexible operating hours, adapting to unforeseen circumstances to suit the situation;
* Highly motivated self-starter with resilience and determination and the ability to see jobs through to completion;
* Being a positive, motivated, proactive, enthusiastic and professional person;
* To possess the personal qualities of pride, passion, drive and motivation;
* Enhances organisation reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments;
* Protects organisation's values by keeping employee engaged and sensitive information confidential.
* Must be able to attend evening and weekend meetings / events when required and travel between sites
* To take on any other duties as may be required, commensurate with the post and in particular to ensure the continued delivery of high quality effective services for Mytime Active.
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| **CERTIFICATION** |

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| **Employee Signature:****…………………………………………………………...****Date……………………………………………………..***I certify that I have read and understand the responsibilities assigned to this position.* | **Managers Signature :****…………………………………………………………...****Date……………………………………………………..***I certify that this job description is an accurate description of the responsibilities assigned to the position.* |

*The above statements are intended to describe the general nature and level of work being performed by the XXXXXXX of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. The Job Descriptions do not form part of the contract of employment and the company reserves the right to change without consultation.*

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| **DATE OF LAST REVIEW: October 2017** | **PREPARED BY:**  |