



# Grŵp Cynefin

Mwy na thai • More than housing

**CYNEFIN GROUP**

**JOB DESCRIPTION**

## **MANAGEMENT ACCOUNTANT**

<b>Department:</b>	Resources
<b>Accountable to:</b>	Finance Manager
<b>Responsible for:</b>	D/B
<b>Job location:</b>	Denbigh or Penygroes / Working from home

### **PURPOSE OF THE POST:**

- Produce regular accounts for three Association's departments and meet regularly with budget holders to support Grŵp Cynefin leaders with accurate budgetary and forecast information.
- Prepare and draft the annual budget ensuring its fit for purpose and accurate.
- Ensure accounting and financial service so that Grŵp Cynefin excels.
- Collect financial performance information to support the organisation's objectives.

### **JOB RESPONSIBILITIES:**

1. Assist the Finance Manager in preparing the Association's management accounts.
2. Generate monthly management accounts for teams within Grŵp Cynefin and hold meetings with budget holders.

3. Reconcile reports with budget holders and assist in generating forecasts. Ensure integrity of accounts and improve operational decisions and processes by highlighting any cases that contradict our Financial Regulations.
4. Assist in creating a report analysing variations in the management accounts.
5. Reconcile multiple accounts on a monthly basis and provide forecasts where needed. Provide reports to the Finance Manager on a variety of expenditure areas.
6. Assist the Finance Manager with various annual returns.
7. Assist the budget holders in understanding and develop budgets and assist the Finance Manager in preparing a budget for the Association
8. Collect financial performance information to support Grŵp Cynefin's objectives and budgets.
9. Improve and implement financial controls and processes.
10. Prepare timely and accurate information for the Association's internal and external auditors.
11. Work with the Finance Manager and Head of Finance to develop the financial system and associated working practices.
12. Respond to internal and external queries professionally and without delay.
13. Submit regular reports in accordance with job requirements.
14. Ensure that the services are conducted in a manner that is in line with relevant policies as well as legislations

**CORPORATE RESPONSIBILITIES:**

**Service Delivery**

- Get the job done to a high standard, on time and within budgets.

	<ul style="list-style-type: none"> <li>• Respond to internal and external customers promptly and professionally.</li> <li>• Providing advice and support to co-workers/customers</li> <li>• Submit regular reports within the responsibilities of the position.</li> <li>• Comply with all policies and any applicable legislation.</li> </ul>
<b>Performance</b>	<ul style="list-style-type: none"> <li>• Contribute towards the successful achievement of Key Performance Standards.</li> <li>• Work towards the aims and objectives of Grŵp Cynefin and support the development of the body.</li> </ul>
<b>Policies and Processes</b>	<ul style="list-style-type: none"> <li>• Work in accordance with all Grŵp Cynefin policies and processes.</li> <li>• Ensure policies and processes are aligned with legislative, managerial and well-practiced requirements.</li> <li>• Review and propose policy improvements to support continuous improvement.</li> </ul>
<b>Financial and Budgetary</b>	<ul style="list-style-type: none"> <li>• Contribute to effective budget management.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Represent Grŵp Cynefin effectively externally by conveying a professional and positive image on all occasions.</li> <li>• A commitment to tenant participation in all aspects of the work.</li> </ul>

The above Job Description is not an exhaustive list of the duties and responsibilities of the position.

Other duties within the scale of the position will be required from time to time in discussion with the Manager.

The job description is reviewed regularly and in accordance with service requirements.

Any proposed change will be discussed with the office holder.

#### **PERSONAL RESPONSIBILITIES:**

Act in accordance with Grŵp Cynefin's values:-

<b>Open</b>	Transparent in the way we work with in decision making. Willing to work together to achieve the best results.
<b>Innovative</b>	Forward thinking and ready to challenge ourselves to discover new ways to operate and deliver the highest quality services to our customers.
<b>Encouraging</b>	Working with passion to support our customers, co-workers and partners as well as help our communities succeed.
<b>Accomplish</b>	Operate professionally using our expertise, to ensure the prosperity of the company and our people. Always aim for continuous improvement and value for money.
<b>Respect</b>	Respect each other with others, promote equality and reject any prejudice
<p>Ensuring confidentiality, security and integrity of data  Promote and act in accordance with the Health and Safety Policy  Promoting equality and diversity in all aspects of work</p>	

It is expected that all staff within Grŵp Cynefin operate within our Competency Framework, which are behaviours or skills that are essential for effective performance:

- Effective Communication
- Work as a Team
- Working Effectively and Efficiently
- Customer Excellence
- Continuous Improvement

**MAIN LINKS TO THE POST:**

Internal – Budget holders, Managers, Board Members and all staff.

External - external and internal auditors, consultants and suppliers & banks.

**NORMAL WORK ENVIRONMENT:**

- Work at a desk in an office.
- Standard office hours.

**PERSON SPECIFICATION  
MANAGEMENT ACCOUNTANT**

**All criteria are considered essential unless indicated as desirable**

**Education and Qualifications:**

Degree  
Professional qualification (qualified part) in accounting e.g.  
AAT,CIMA,ACCA,CIPFA  
Or the experiential equivalent

**Professional Experience:**

Operational experience in account preparation and previous experience of working in finance

**Knowledge and Skills:**

Knowledge and understanding of social housing (**desirable**)  
Experience in preparing and managing budgets, management accounts and financial statements and the technical competence required for inclusion  
Ability to independently plan, organise and demonstrate working to deadlines  
Ability to communicate and facilitate good relationships with clear evidence of strong customer focus  
Experience finding ways to improve efficiency and effectiveness.  
Demonstrated ability to use Microsoft spreadsheets, computer account packages and other related applications to recover and manipulate complex data.

Bilingual (Welsh and English) in the following or higher levels:

Listen: Can follow normal work-related conversations, in both languages between fluent speakers.

Reading: Can understand common material, and technical material with diction, in both languages.

Talk: Can hold a pretty in-depth conversation about routine work issues in both languages.

Writing: Can draft normal text, with editorial assistance, in both languages.

**Summary of Terms and Conditions  
MANAGEMENT ACCOUNTANT**

<b>Type of contract</b>	Permanent
<b>Salary</b>	BAND F – Point 1 – 5 £38,203 - £42,999 Salary is paid on the 20th of each month The position is offered at the lowest point of the band
<b>Holidays:</b>	30 days a year plus the statutory bank holidays and the period between Christmas and New Year
<b>Travel:</b>	Casual car user
<b>Pension:</b>	Grŵp Cynefin offers pension provision through the Social Housing Pension Scheme (SHPS)
<b>Probation:</b>	6 months
<b>Working hours and work organisation</b>	35 hours per week Mon - Fri Flexi scheme is implemented
<b>Sick pay</b>	An occupational sick pay scheme is implemented.
<b>Special Absences</b>	5 paid pro rata days in any 12 month period to care for certain dependents 2 days pro rata with pay to get married, to move house, to divorce. Reasonable credit time for medical appointments. Up to 10 days pro rata with pay on occasion of bereavement. Up to 3 months pro rata with pay to care for a close relative with terminal disease
<b>Lifestyle benefits</b>	Access to our wellbeing scheme Flexible working facilities and the ability to work remotely/ work from home if suitable.
<b>Personal Development</b>	If you have professional qualifications and pay annual professional fees to your membership body, we will pay one of these each year to help you stay connected and up to date with the latest information and education from your professional body. We also want all our colleagues to enjoy the benefits of lifelong learning, so if you work with us we will invest in you in this way too!
<b>Disclosure and Barring Service (DBS) Check</b>	Basic Check