

Job description

Job title:	Management Accountant
Responsible to:	Financial Controller
Responsible for:	Finance Assistant
Department:	Corporate Services

1. Give briefly the basic purpose of the job and its primary objectives:

Responsible for the monthly preparation of the management accounts and the daily activities of the finance department. Reporting to the Financial Controller (FC) this role will have the scope of job progression to the FC role by closely working together to potentially allow for development and succession. Supporting and overseeing the day-to-day activities of the Finance Assistant and providing technical accounting assistance as required.

2. Main duties

Management Accountant Job Duties:

- Ensure that all financial transactions are properly recorded, filed, and reported
- Ensure all control accounts and supporting schedules are fully reconciled (including bank accounts) and any queries resolved
- Prepare comprehensive, timely and accurate Monthly Management Accounts
- Supervise, manage, motivate and lead Finance Assistant through effective performance management
- Support the FC to establish and implement financial reporting systems to comply with regulations and legislation
- Support with internal and external audit
- Assist the FC to create systems to prevent errors in data collection and calculations
- Manage relationships with third parties as necessary, such as HMRC, payroll providers etc.
- Suggest updates and improvements for accounting processes
- Assist the FC in preparing and presenting reports to line managers
- Assist the FC to ensure effective procedures are in place for all aspect of the finance function, and are reviewed and up to date;
- Ad hoc duties as required by the FC including attending meetings and taking minutes.

2.1 The role

- Providing nominal analysis, identifying trends, ensuring accuracy of coding;
- Able to interpret data, order and assess its value and present the findings to the relevant stakeholders in a clear and concise way;

- Assist in interpreting, explaining and driving performance within the business function;
- Assist in supporting and documenting system requirements and delivery of any changes in the function;
- Assist in ensuring policies and procedures are in place for all aspect of the finance function, are reviewed and up to date;
- Assist in managing the relationships between internal and external stakeholders including submitting responses and arranging audit visit to ensure compliance and assurance as per Board and regulatory body requirements;
- Ensure asset management and component accounting analysed, reviewed, completed and reported on a monthly basis for decisions on replacement, disposal and acquisition and finance reporting requirements including devising KPI's to monitor and measure this going forward;
- Assist in completing out turn and WIP report for development projects;
- Prepare quarterly VAT returns including partial exemption and bad debt relief
- Assist in ensuring that a process map is in place for all processes within the department and that this is reviewed on a regular basis to manage waste and identify improvements in system and processes in future;
- Ensure reports required by department regularly reviewed to ensure fit for purpose and amend if required;
- Provide cover for the Accounts Assistant
- Ad hoc duties as required by the FC

2.2 Other

- Ability to see the value in the information you provide and to inspire others to make use of it;
- Used to working in a changing environment and who is comfortable proposing, justifying, initiating and implementing change;
- Require soft skills including, presentation, relationship building, negotiation, facilitation and conflict resolution;
- Excellent project manager as well as a creative thinker.

3. Supervisory and managerial responsibilities:

Manage the Finance Assistant role

4. Fire, Health and Safety responsibilities:

Be aware of your legal responsibility to comply with health and safety legislation and a duty to comply with the Association's fire, health and safety policies and procedures to ensure that safe working practices and procedures are adopted at all times. All employees should make themselves familiar with the relevant policies held in the corporate drive and your obligations under the Associations Health and Safety Policy.

5. Other responsibilities: money, equipment, materials:

Delegated Authority level: Certification authority

6. Decisions made:

Decisions made on a day-to-day basis to carry out the requirements of the post

7. Knowledge and skills required:

This section sets out the essential (E) and desirable (D) abilities and qualities needed by the post holder.

Qualifications/Training

Required

- Qualified Accountant (ACCA, ACA, CIMA, or equivalent) (E)
- Experience of leading a finance function in the past (E)
- Must have advanced Excel skills (E)

Experience

- a) Strong technical accounting knowledge, analytical skills and able to take on a hands on role (E)
- b) Excellent Excel skills, experience of working with systems and have an eye for detail and improving processes (E)
- c) Time management and organisational skills and experience of managing staff (E)
- d) Problem-solving skills (E)
- e) Excellent inter personal, written and verbal communication skills (E)
- f) Experience of effectively communicating finance information to non-finance managers (E)
- g) Self-confidence and presentation skills (D)
- h) Sector awareness (D)
- i) Experience of building new systems and managing system implementation (D)

Skills, Knowledge and Ability

- a) Tenacious, with the ability to organise and prioritise work, often under pressure (E)
- b) Ability to build positive working relationships with internal and external stakeholders (E)
- c) Good rapport building and influencing skills and the ability to liaise effectively at all levels (E)
- d) Able to write clear concise reports along with excellent communication skills (E)
- e) Diligent, passionate about the need for accuracy with an eye for detail (E)
- f) Appreciation of team, as well as individual functions (E)
- g) Understanding of the principles and practices of equality and diversity (D)

- h) Experience of management of meetings (D)
- i) Understanding of the sector and regulatory landscape for social housing providers (D)

Attitudes

- a) Understanding of and empathy with MTHA's aims
- b) Commitment to equal opportunities
- c) Uphold MTHA values, mission and vision
- d) Flexible approach to hours worked and expected to attend the office at least 3 days a week

8. Special working conditions:

None

9. Any other relevant comments:

The post holder should regard this Job Description with a degree of flexibility as the range of duties and responsibilities is not exhaustive and may need to change to meet the needs of the Association.

It is agreed that the above is a brief and concise description of the above job.

Date:

Approved by:

Prepared by:
