

Job Description

Job title	Management Accountant
Profession	Finance
Band	D
Directorate	CFO (Finance)
Accountable to	Head of Financial Partnering

Job Purpose

The role will provide timely, accurate and comprehensive internal financial management accounts and support key operational managers and other internal stakeholders for all income and expenditure streams.

The role is responsible for the effective delivery of period end processes and the production of timely, accurate and robust monthly management reporting, budgets, forecasts, risk and variance analysis and year end statutory accounts. Link together operational and financial information, ensuring that the prime book of accounts is reflective of all the activities of the business, continuously reviewing our systems requirements to ensure all financial management information is captured.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within the direction set by the Head of Financial Partnering, this role will deliver key accountabilities.

Key Accountabilities:

- Be a prime point of contact and support on all management accounting matters to Directors, Heads of Departments, and the operational management teams.
- Responsible for the budget and forecasting process, using your experience to support budget holders; knowing when to encourage, when to instruct, and when to push back.
- Effective management of period end procedures to support timely and accurate delivery of monthly management reporting, including related analysis, follow up and detailed commentary.
- Collaborate with both financial and non-financial staff to ensure the production and delivery of accurate management accounts, forecasts and budgets.
- Identify and implement improvements to the month end financial close process, the annual budget process and other on-going reporting processes.

- Provide support to the Finance Business Partners for the development and management of systems and processes that deliver co-ordinated financial management information to the business as a whole.
- Establish, develop, and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to Sovereign Network Home's corporate objectives.
- Work with budget holders to understand regulatory requirements such as value for money and help them identify areas to achieve this.
- Take ownership of problems and projects and following through to resolution.
- Understand wider business impact and how spend income, assets, liabilities and reserves work together.
- Work with budget holders on building their annual budget and monthly forecasts with thorough understanding of key drivers behind the budget bid and forecast. Look for ways of continual improvement through quality insight and pattern analysis.
- Analyse budget and forecasts by area and provide reporting and explanations of the movements between actual/budget/forecast involving presentation to senior management team and key stakeholders, being able to explain complex financial concepts to non-financial colleagues
- Produce reports and ad-hoc analysis for the budget holder that link financial and non-financial information.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- ACA/CIMA/ACCA Qualified or equivalent with demonstrable Post Qualification experience and development.
- Highly numerate and computer literate with strong Microsoft skills covering word and excel.
- Knowledge of management information and integrated accounting systems.
- Practical knowledge of the principles of management accounting, forecasting and budgeting.

- Professional and logical approach to problem solving with strong analytical skills.
- Proficient communicator with written and verbal communication skills.
- Ability to nurture sound inter-departmental relationships and win confidence and trust of others through being assertive and diplomatic.
- Able to gather, analyse and interpret high volumes of data and draw succinct conclusions.
- Ability to maintain a positive frame of mind in all circumstances.
- Ability to think around the problem and identify all possible risks.
- Able to demonstrate a strong set of soft skills including, presentation, relationship building and negotiation.
- Flexibility in approach to work, to respond to ad-hoc requests and reprioritise workload.
- Able to work independently and has effective time management skills.
- Ability to work to deadlines.
- Faultless attention to detail.
- Experience providing good customer service to internal and external customers.
- Demonstrable track record of working effectively in a fast-paced client driven environment.
- Production of ad hoc reports for management with analysis to enable decision making.
- Strong, clear working knowledge management information report writing and design, including detailed variance analysis.
- Strong, clear working knowledge of processes and controls surrounding budgeting, forecasting and management account preparation, including detailed report writing and analysis.

Desirable

- Good understanding of relevant legislation and accounting principles for Housing Associations.
- Ability to see the bigger picture.
- Good understanding of relevant legislation and accounting principles for Housing Associations.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4602	Kerry Taylor	21/11/2024	
2.0				