



Role Profile

Job title	Management Accountant
Reporting to	Finance Manager, Commercial Finance

Role family	Management responsibility:	
Finance	Does this role have management responsibility for others?	No

Overall purpose of role

To provide high quality reporting and financial support to the Head of Finance and Finance Manager to understand the financial performance for the department and ensure overall financial controls are managed.

Working closely with business and operational managers in the Commercial and Shared Services department and other stakeholders, including central finance, to produce and ensure a high quality of financial reporting.

Main responsibilities of role

- To manage all financial related matters for the respective allocated business area, including but not limited to monthly management accounts, variance analysis, budgeting & forecasting, reconciliations, ensuring strong financial controls, cost management and reporting as per ICAEW financial controls and processes
- To ensure relevant support is provided to each of the budget holders and stakeholders of the respective business area, including but not limited to delivery of relevant insights & recommendations, delivery of training and workshops, modelling and financial reviews
- To manage key team projects and conduct regular process reviews/audits for the department
- To produce accurate operational and financial weekly/monthly reports which provide relevant business managers with high quality insight on performance, working with relevant stakeholder to ensure this is fully representative of performance and expectations
- To develop and maintain knowledge and expertise on a number of the systems used across the department, including Dynamics D365, NAV and Ungerboeck, ensuring appropriate use and integrity of systems and data, configuration, query and resource management
- To manage all queries between central finance and the business, working closely with central finance to manage the debtor reports, credit notes and write offs as required by the business.

- To ensure departments raise appropriate purchase orders and conduct proper goods receipting purchase of orders, as per ICAEW policy, involving training users on the systems, process and understanding of their role in the integrity of information
- To prepare timely and accurate month-end journals relating to accruals, prepayments, recharges and investigate any discrepancies to specified deadlines
- To work towards a 'no surprises' culture in the department, through production of various financial reports including income, cost and profitability analysis, reconciliations to challenge thinking to improve efficiency and performance
- To produce adhoc reporting and analysis from time to time in line with the needs of the business
- Specific duties will vary from time to time in line with the business needs

BEHAVIOURAL COMPETENCIES

The behavioural indicators listed under each competency are indicative of the types and levels of behavioural competence expected for the role. This is not an exhaustive list however, to be in line with these expectations staff should demonstrate a broad range of these behaviours, with no serious omissions.

ACT RESPONSIBLY

Level 2

- Understand the environment in which your stakeholders operate and adapt approach accordingly.
- Ensure that processes are in place to meet agreed service standards.
- Balance the needs of individual stakeholders with the needs of other stakeholders.
- Challenge poor service focus in others.
- Make suggestions of how the team's service to stakeholders could be improved.
- Look ahead to anticipate what stakeholders might need and plan accordingly.
- Look for creative and imaginative ways to meet stakeholder needs.
- Proactively seek feedback from stakeholders and use this to improve services.

BEHAVE WITH INTEGRITY

Level 2

- Set and communicate high standards of behaviour and lead by example.
- Monitor the behaviour of others to ensure high standards are maintained and rewarded.
- Confront conflict and deliver difficult messages in a sensitive and constructive way that leads to resolution.
- Be prepared to make tough decisions in the wider interest of ICAEW, the profession or the public.
- Understand the agenda of those over whom influence is sought, anticipate potential objections and prepare your case accordingly.
- Consider all sides of an issue before formulating your own views.
- Explain complex/technical issues in a way that your audience can understand..
- Demonstrate flexibility of style, approach and timing when influencing others

CREATE EFFECTIVE PARTNERSHIPS

Level 2

- Set clear objectives and priorities for the team and support the team to achieve them.
- Actively monitor and review the performance of your team, making changes and addressing any barriers as needed.
- Promote team working through actively encouraging involvement and discussion in decision making.
- Delegate responsibility and decision making to ensure the best use of resources and the development of skills.
- Understand the bigger picture beyond your own team/area.
- Share information, knowledge or resources to support the achievement of other teams' objectives.
- Maintain focus and optimism under pressure.
- Ensure that people are recognised and rewarded for achieving results and demonstrating desired behaviours.

DELIVER THE HIGHEST STANDARDS

Level 2

- Set appropriate quality standards and continuously monitors the team/area's work to ensure quality standards are being met.
- Identify or adapt ways in which working processes can be streamlined to achieve higher levels of effectiveness.
- Learn from success and failures to improve working practices.
- Ensure any complaints are fully investigated and resolved.
- Consult stakeholders to ensure that products and services meet high standards.
- Demonstrate the ability to work on complex and/or multiple projects alongside 'business as usual' tasks.
- Understand external trends and developments in own and related professional areas and make recommendations on how these could be applied in practice.
- Ensure continuing professional development, and participate in relevant professional networks

ROLE SPECIFIC TECHNICAL COMPETENCIES

- Part qualified studier with aim of fulfilling accountancy qualification
- Demonstrable Business Partnering and Project Management skills
- Excellent Excel skills, ability to manipulate and evaluate information
- Ability to analyse and present complex information in a clear and relevant way
- Proactive and able to identify and highlight areas of improvement and make recommendations
- Excellent time management skills with the ability to prioritise workload to meet tight deadlines
- Can do attitude and ability to work proactively