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| Job Title: | **MANAGEMENT ACCOUNTANT** | Reporting To: | Finance Director |
| Department/Group: |  | Job Code/ Req#: | N/A |
| Location: | Northampton | Travel Required: | No |
| Level/Salary Range: |  | Position Type: | Full Time |
| HR Contact: | Susan Collins | Date Compiled: | 28.6.2021 |

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| Job Description |  |
| To support the Financial Director and Sales & Service Centre’s to ensure compliance with Company and statutory financial requirements. |

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| Roles and responsibilities |
| * Ensures that month end financial year end procedures are accurately completed.
* Ensures all financial entries are correctly completed at month and financial year end
* Ensues that all control accounts are correctly reconciled.
* Ensures that month and financial year end procedures are correctly undertaken by the Sales & Service Centre’s.
* Contributes to the Management reporting process by understanding the information produced, analyzing and adjusting where necessary.
* Responsible for the day to day running of Purchase Ledger and supervision of staff.
* Responsible for day to day running of Sales Ledger and supervision of staff.
* VAT Return and reconciliations
* Responsibility for Asset Register.
* Prepares and distributes daily, weekly and monthly management information.
* Prepares and inputs adjustments, accruals and pre-payments for management accounts purposes.
* Ensures the accuracy of financial information received from non-financial sources.
* Ensures financial adjustments are in line with current accounting standards and practices.
* Prepares balance sheet reconciliations, ensuring all variances are identified and corrected.
* Resolves queries from Contracts Department/Sales & Service Centre’s in a timely and accurate manner.
* Anticipates questions by thoroughly reviewing financial results before distributing to the business and providing further analysis where necessary to explain variances.
* Recognises ways to improve information provided and reduce queries.
* Undertakes the provision of ad hoc management information for Sales & Service Centre’s and Directors.
* Undertakes other duties which the Company may from time to time reasonably request.
* Complies with all aspects of ISO 9001:2015 under your remit

Qualifications and Education Requirements * A Level/ONC or equivalent, and CIMA Level 3 or equivalent.
* 3 years relevant experience

**WORK BASED COMPETENCIES/EXPERIENCE*** Microsoft Office to an advanced level.
* Keyboard skills (35 wpm or above
* Data Base Entry
* Service Industry

Preferred Skills * Supervisory level of Management skill
* Employs technical skill under direction
* Requires limited authorization of Manager/Director

**KEY BEHAVIOURAL COMPETENCIES*** **Leadership:** Works alongside Operations Management and Administrators to develop and get the best out of the department.
* **Communication:** Excellent standard of communication via all mediums but particularly face to face and by telephone. Must be confident and polite and able to adapt communication skills to varying situations and people.
* **Development of self/others:** Provides support to other team members where necessary. Develop own knowledge to enable further progression.
* **Personal Effectiveness:** Supports Operations Management and Directors overall, extensive internal ‘Customer’ Contact
* **Customer Focus:** Must demonstrate excellent internal ‘customer’ service skills and develop close relationships with all team members/departments.
* **Achievement/Drive:** A desire to listen, learn, be proactive and progress. Maintains a positive and enthusiastic approach, makes suggestions and recommendations that have a positive impact on the Department and overall business.
* **Change Management:** Understand the need for change, planning changes in own role and work area as appropriate

**KEY ATTRIBUTES*** Organised and structured in approach
* Excellent communicator
* Willing to learn
* Good team player

Additional Notes **Range of relationships**: cross functional relationships |
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| Approved By:Job Holder |  | Date: |  |
| Manager |  | Date: |  |