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## JOB DESCRIPTION

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# Management Accountant – Accounting and Financial Reporting

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<b>Line manager</b>	Lead Accountant
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<b>Directorate</b>	Finance
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<b>Team</b>	Group Finance
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## KEY INFORMATION

<b>Job title</b>	<b>Management Accountant - Accounting and Financial Reporting</b>		
<b>Location</b>	Hybrid, with a weekly presence in either our Peterborough or Boston office	<b>Line manager</b>	Lead Accountant
<b>Salary</b>	Up to £32,086.36 per annum (based on a 100% FTE of £41,540.38)	<b>Directorate</b>	Finance
<b>Hours</b>	28 per week	<b>DBS requirement</b>	N/A

## MAIN PURPOSE OF JOB

To provide financial accounting support to the Lead Accountant and Group Accounting and Reporting Manager - in respect of Longhurst Group (Parent) and subsidiaries, providing a financial service that meets the business needs of all companies within the Group.

Service delivery will be rotated and assigned between all management accountants as appropriate and dependent on business needs as directed by the Lead Accountant and Group Accounting and Reporting Manager - and to provide all team members with a breadth of knowledge and experience of all Group companies.

To be an integral member of the financial reporting team, suitably qualified to provide accurate and timely financial information, adhering to the relevant Financial Reporting Standards, to inform the business and external stakeholders of the Group's financial position and aid business decision making.

## CORPORATE TASKS

- A) Contribute to the overall operation of the Group. Help to deliver the corporate vision, values and key messages and promote the effective corporate working of the organisation.
- B) Contribute to the operational plans for the Finance service ensuring that key objectives are met. Aid continuous improvement and service success.
- C) Be responsible for the Group's compliance with all necessary legal requirements commensurate with this role to minimise or alleviate risk.
- D) Represent the Group with internal and external stakeholders, attending meetings, training and conferences as necessary.
- E) Champion the Group Finance department through continually improving processes and outcomes for staff and customers.
- F) Identify opportunities to grow and develop services, considering Value for Money in all actions.
- G) Play an active role in a high-performing, highly engaged colleague team, promoting a culture of excellent customer service.

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## KEY TASKS AND RESPONSIBILITIES

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### Group Service Delivery

#### **Group (Parent)**

- To contribute towards the production of monthly management accounts in a timely and accurate manner.
- To comply with the Group wide monthly management accounts timetable.
- To ensure inter-company transactions are reconciled quarterly.
- To prepare and process monthly accruals and prepayments.
- Responsible for the reconciliation of assigned SoFP accounts on a monthly basis.
- To prepare quarterly year end forecast outturns for the areas of the accounts of which responsibility is held, which form part of the Group wide forecast.
- To investigate variances to budget and forecast outturn predictions.
- To prepare ad hoc reports as requested by budget holders.
- To liaise with budget holders as and when required.
- To contribute to the preparation of annual accounts, including preparation of notes for the year end audit in a timely manner.
- To prepare work for both the interim and final audit.
- To prepare the budget working papers, work with budget holders to create a first draft of the budget and accurately track changes until the budget is finalised.
- To ensure that staff costs are allocated correctly across the Group by liaising with People Services, Payroll and budget holders.
- To undertake other duties as reasonably requested within the Finance team.
- To carry out ad hoc projects as deemed necessary within the Finance Team.
- Responsible for the production and maintenance of procedure notes for their areas of responsibility.

#### **Libra (Longhurst Group) Treasury plc/Libra (Longhurst Group) Treasury No 2 plc**

- Following confirmation from the Treasury team that all transactions are posted, and Treasury Systems reconciled review all provision journals to be reviewed by the Treasury Manager - prior to posting.
- Undertake necessary service delivery as defined above for Longhurst Group (Parent) where relevant to the subsidiary accounting.
- Produce the monthly management accounts in a timely and accurate manner and provide commentary on any variance to budget.

#### **Keystone Developments (LG) Ltd**

- Undertake necessary service delivery as defined above for Longhurst Group (Parent) where relevant to the subsidiary accounting.
- Produce the monthly management accounts in a timely and accurate manner and provide commentary on any variance to budget.
- Reconcile SoFP accounts on a monthly basis.
- Responsible for the review of CIS returns ensuring compliance with deadlines and accuracy of information for review and submission.
- Responsible for the preparation and submission of VAT returns for Keystone with supporting information for review by the Lead Accountant or Group Accounting and Reporting Manager.

#### **Teetotal, Pondersbridge and Hollymoor**

- Support the preparation of financial statements and relevant audit requirements.

## **Day to Day Tasks**

### **Performance & Risk Management**

- Be aware of existing and emerging risks and discuss at team meetings and/or with line manager.
- Review and discuss Performance at team meetings and/or with line manager on a regular basis.

### **Financial Management & Budgetary Control**

- Ensure that there is effective management of allocated team budgets and costs, within each business area.
  - Ensure that budget holders are provided with the required information to manage finances in a timely manner.
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## **GENERAL REQUIREMENTS**

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1. To possess good IT skills and be committed to improving skills in this and other areas through continuing training and development.
  2. To demonstrate and champion the values and behaviours of the Group.
  3. To work within all Group policies and procedures, providing a high-quality service and to always have a high regard for the Equality and Diversity Policy.
  4. To ensure that data for which you are responsible is accurate and up to date and stored in accordance with the Group's information management procedures.
  5. To respect confidentiality at all times and abide by the requirements set out in the General Data Protection Regulations and Data Protection Act 2018.
  6. To observe all of the Group's Health and Safety policies, procedures and processes and take all reasonable care to promote health and safety for all.
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## OUR VALUES

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Guided by our core set of shared values, our vision is to improve the lives of our customers and communities. Our values, which are at the heart of everything we do, were created by our colleagues, who help to deliver the excellent services we provide.



### **In it Together**

We stand together as one team with one vision to make a difference to people's lives. Forms working relationships with others inside and outside the organisation and openly promotes and values diversity.



### **Heartfelt Service**

Everything we do shows we care deeply about our customers and colleagues. Ensures the delivery of service meets customer requirements both internally and externally.



### **Own it**

We do what we say we do to the best of our ability with pride and passion. Communicates with others using techniques appropriate to the situation and uses skills to build and maintain relationships.



### **Pushing the Boundaries**

We strive for excellence constantly looking for fresh ways of doing things. Looks for new ways to improve working methods and initiatives to carry the organisation forward.



### **Fun and Fair**

We work hard, enjoy it and treat everybody equally with respect and honesty.

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## ADDITIONAL DUTIES CLAUSE

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The above does not constitute an exhaustive list of duties. The post holder may be required to perform any reasonable tasks commensurate with the level of responsibility at the request of their manager. Duties may vary as and when localised procedures are updated or renewed with varying local authorities that Longhurst Group works with. Longhurst Group reserves the right to alter the content of this job description to reflect changes to the organisation or the services it provides.

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<b>Creation Date:</b>	September 2023
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<b>Review Date:</b>	September 2027
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*To be reviewed as part of the Job Description review process*

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## Person Specification Management Accountant - Accounting and Financial Reporting

*The Values outlines the key expectations of all Group colleagues. Used together, the Person Specification our Values will ensure new employees will exhibit the competencies required for this role. All our opportunities will be assessed through application to interview.*

### Essential Criteria

Level 2 qualification (pass or higher) including Math's and English.

Qualified to AAT Level 4.

Experience of processing and organising large quantities of data.

Knowledge of Microsoft office products, specifically Outlook, Excel and Word.

Knowledge and understanding of producing management accounts, variance analysis, business case analysis and costing.

Wide accounting knowledge and understanding including journals, reconciliations, and internal controls.

Experienced at providing a customer focused finance service.

A strong communicator and able to present financial information to a wide range of audiences in a user-friendly manner.

Experience of compiling budgets and forecasts.

Experience of using and administering computerised accounting systems.

Excellent organisation skills including time management and an ability to adhere to strict deadlines.

Ability to create and utilise Excel spreadsheets at an advanced level.

Confident and competent to use digital devices, applications, ICT software and systems.

A respect for confidentiality.

Willing to admit mistakes and work to rectify them, without apportioning blame.

Able to demonstrate an awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.

Promotes equality of opportunity for all people as employees or customers.

Promotes an environment where everyone can thrive and reach their potential.

Recognises and values the diversity of the communities where the organisation works.

### Desirable Criteria

ACCA, ACA or CIMA part-qualified.

Experience of using Dynamics 365 (Finance and Operations), and relevant software specific to a Registered Provider.

Knowledge and understanding of accounting policies for Registered Providers and non-regulated subsidiaries.

Knowledge, or direct experience, of the Social Housing sector.

Aware of what's happening inside and outside the organisation and the relationship between Longhurst Group, the community, and the environment.