

Greatwell Homes	
Job Description	
Post Title:	Management Accountant (ID0041)
Responsible to:	Senior Finance Business Partner
Responsible for:	None
Overall purpose:	
Work with the Finance Business Partners to provide a high-quality service to support the business in all aspects of budgeting, financial performance reporting and forecasting, management account planning and analysis and Value for Money.	
Key responsibilities:	
1. Carry out month end tasks to agreed deadlines including control account reconciliations, posting journal adjustments, and calculating accruals and prepayments.	
2. Prepare the monthly budget holder reports and management accounts, meeting all deadlines and standards.	
3. Provide timely, accurate financial and management information to the business and help to facilitate timely, meaningful and accurate forecasting.	
4. Take responsibility for allocated tasks within the annual budget setting process, ensuring that the relevant deadlines are met.	
5. Contribute to the Year End Statutory Accounts	
6. Ensure compliance with all internal controls and financial procedures, including reviewing control accounts and other reconciliations, in accordance with the Governance and Delegation Framework, Financial Regulations and all financial procedures.	
7. Play an active role in projects and reviews, delivering meaningful financial analysis to support improvements, efficiencies and value for money gains across the business.	
8. Liaise and engage within the Finance team to resolve any issues/queries to overcome any potential issues, communicating key outcomes to Senior managers where appropriate	
9. Provide training and support to the business on all aspects of finance.	
10. Ensure the timely and accurate recording of financial transactions for areas of responsibility, maintaining the integrity of financial data, financial reporting and the finance system.	
11. Demonstrate continuous improvement in the delivery of the Management Accounts service including automation through the best use of IT systems.	
12. Maintain an awareness of the operating environment and enhancements to key systems and provide evidence of continuing professional development.	
Corporate Responsibilities	
To promote the organisations corporate values actively and effectively. Role modelling appropriate behaviours and acting with the highest level of professionalism and integrity.	

Play an active role in contributing to effective cross team working/departmental projects and provide cover for colleagues as required.
To maintain confidentiality with personal information and data regarding our customers, employees and stakeholders at all times ensuring compliance with the Data Protection Policy.
To ensure regulatory compliance and effective risk management within your role inline with the Risk Management Policy.
To uphold the Associations commitment to Equality and Diversity.
To be aware of your personal responsibilities in relation to the Business Continuity Plan and deliver against the requirements specific to your role.
To be aware of your personal responsibilities regarding the Health and Safety at Work Act and ensuring that the Associations Health & Safety policy is adhered to in all aspects of your work
Act at all times within the organisation's rules, policies and procedures, standing orders, financial regulations and Code of Conduct.
Other
<p>This profile only contains the main accountabilities relating to the job and does not describe in detail all the duties and tasks required to carry them out. The post holder may be expected to:</p> <ul style="list-style-type: none"> • To carry out other duties not specified in the job description that are commensurate with this position, as requested from time to time • Occasional work outside normal office hours including some weekends and evenings. <p>Job Descriptions are a snapshot of requirements at the time of writing; content may change from time to time to ensure that roles continue to meet the changing needs of the Association.</p>

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Person Specification – Management Accountant

	Essential	Desirable	How Assessed*
Qualifications	<ul style="list-style-type: none"> AAT Qualified (or equivalent) GCSE Grade 4 or above in English and Mathematics. 	<ul style="list-style-type: none"> Willingness to study towards CIMA/ACCA 	A
Experience	<ul style="list-style-type: none"> The confidence to present and discuss financial reports with budget holders and senior managers. 		A/I
	<ul style="list-style-type: none"> Experience of working within an accountancy/finance environment. 	<ul style="list-style-type: none"> Experience and understanding of housing association sector finance and related legislation, including the SORP, accounting standards and relevant professional guidance. 	A/I
	<ul style="list-style-type: none"> Experience of the production of financial reports and financial reconciliations. 		A/I
Skills/ Knowledge/ Behaviours	<ul style="list-style-type: none"> Comprehensive knowledge and understanding of finance, including legal, regulatory and operational issues 		A/I
	<ul style="list-style-type: none"> Ability to analyse and interpret financial and non-financial information, solve problems and assist in devising strategies to achieve the organisation's aims. 		A/I
	<ul style="list-style-type: none"> Ability to assist with the production of budgets, forecasts, budget monitoring and variance analysis, in conjunction with service managers, to a high degree of accuracy, in a timely manner and complying with proper practices. 		A/I
	<ul style="list-style-type: none"> 		A/I
	<ul style="list-style-type: none"> Ability to manage personal workloads, considering the business need and prioritisation of tasks. 		A/I
	<ul style="list-style-type: none"> Able to influence others to ensure achievement of shared objectives. 		I
	<ul style="list-style-type: none"> Good knowledge of the range of software packages and demonstrates a high level of IT literacy. Understands the links and conflicts between the systems. Ability to coach others in their use and able harness technology in improving team performance 		A/I

	<ul style="list-style-type: none"> Ability to work independently, as well as being able to work effectively across teams and with other services 		I
Other	<ul style="list-style-type: none"> Willingness and able to work a flexible working week including occasional weekends, evenings and providing on call support on a rota basis 		
	<ul style="list-style-type: none"> Basic Disclosure Barring Service (DBS) Statement 		

* A = Application

* I = Interview