



Job Description

<u>Role Title</u>	Management Accountant		
<u>Business Group</u>	COO Finance		
<u>Job Family</u>	Finance		
<u>Job Purpose</u>	Partner with the operational business to produce monthly management accounts and management information (MI) to support operational delivery and decision making		
<u>Organisation Chart</u>	Senior Finance Business Partner - Management Accountant		
<u>Date Updated</u>	17/06/2024	<u>Grade</u>	C4

KEY ACCOUNTABILITIES

- Complete the monthly financial process to produce the monthly management accounts;
- Support the Finance Business Partners (FBPs) in the production of the annual budget and quarterly forecasting for the operational delivery areas;
- Develop and deliver the full suite of monthly MI reports (and supplementary ad-hoc analysis as required) to support business decision making;
- Carry out continuous reviews of working practices and processes to ensure efficient and cost effective operations;
- Responsible for the input of the rolling and annual business plans into the Enterprise Performance Management (EPM) forecasting module, ensuring a high level of accuracy;
- Working with the Fixed Asset accountant to ensure the fixed asset verification is completed in a timely manner;
- Involvement in element in the Interim and Final National Audit Office (NAO) audits for the business;
- Provide ongoing advice, support and constructive challenge to the business to support the delivery of their financial plans, proactively identifying areas of improvement

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Essential:

- Newly qualified (Management) accountant or equivalent demonstrable experience;
- Experience of operating in a project accounting environment

Desirable:

- Familiarity of Principle and Governance of managing Public Money;
- Experience of working in Public Sector Finance;
- Experience of Oracle Fusion/Cloud

CIVIL SERVICE BEHAVIOURS

Top three for job:

- Working together
- Changing and Improving
- Commercial Awareness

SUCCESS INDICATORS

Success measured and evidenced by:

- Consistent delivery of month end
- Efficiencies of delivery of MI
- Creativeness of delivery of information to different audiences

<u>Budget and Authority</u>	N/A
<u>Reports to:</u> (Role Title and Grade)	Senior Finance Business Partner, T&O
<u>Direct Reports:</u> (Number and grades of staff)	N/A