

**Management Accountant**

<b>Job Title:</b>	Management Accountant
<b>Department:</b>	Finance
<b>Reporting to:</b>	Group Financial Accountant
<b>Responsible for (staff):</b>	N/a
<b>Location:</b>	Upminster
<b>General Purpose of Role:</b>	The Management Accountant will be responsible for the timely and accurate preparation of Management Accounts and Open Book reporting; Financial analysis and cost trackers and ad hoc reporting.

**ACCOUNTABILITIES**

- Preparation of Management Accounts and open book reporting at Period End
- Preparation of flash reports periodically
- Preparation of intra-period reports
- Responding to ad hoc queries as they arise
- Preparation of cost trackers and other operational financial performance measures for all companies
- Further development and improvement of cost trackers and other operational financial performance measures for all companies
- Assist with the preparation of company budgets and forecasts
- Assist with preparation for the statutory audit and other statutory reporting including VAT; tax etc
- Continuous review of processes and procedures and systems for efficiencies and to ensure fit for purpose

**KNOWLEDGE AND SKILLS**

Specific Qualifications:

- Recently qualified (ACCA/CIMA/ACA)

Experience

- Working closely within a management accounts team
- Excellent interpersonal skills with the ability to communicate at all levels with both financial and non-financial management
- Flexible with an ever-changing environment.
- Understanding of modern management information systems
- Strong Excel experience

**VALUES & BEHAVIOURS**

Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

Do it **WELL**:

# JOB

# DESCRIPTION

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

#### Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

#### **OTHER FACTORS**

- The post holder will be required to travel on occasion