

JOB DESCRIPTION

Job Title:	Management Reporting Accountant	Reporting to:	Financial Controller
Department:	Finance	Office:	Bede Island
Risk Assessment:	R1: Office Worker	DBS:	N/A

1. Main Purpose of Job

Delivery of accurate and insightful management reporting (monthly and ad hoc), budgetary and forecasting outputs and commentary and analysis, ensuring complete accuracy and efficient processes.

Other work as required as directed by the Financial Controller.

2. Key Tasks and Responsibilities

Management Reporting

- Preparation and development of the monthly management accounts pack including commentaries. Submission of reports to internal budget holders and stakeholders.
- Responsible for coordinating the month end process with finance colleagues to meet the agreed deadlines.
- Ensure forecasts are robust, identify trends and perform analytical review of metrics.
- Ensure the design of the system is effective all in producing management information as required.
- Other ad hoc financial reporting.

Budget setting

- Lead on and coordinate the budget setting process
- Preparation of draft of final budget packs and supporting schedules.
- Liaise with other finance areas to ensure the completeness of information.

Systems

- Ensure the design of the finance system is effective in producing management information.
- Identify opportunities to streamline processes.

Financial Controls

- Ensure all month end balance sheet control reconciliations are up to date and liaise with the wider Finance Team to resolve issues and queries.
- Maintaining a robust financial control environment.


Customer Service

- Actively contribute to the wider work of the Finance team, and at all times exhibit values and behaviours which align with the status of the role
- Exhibit an absolute commitment to quality customer service, delivery of value for money, high performance and equality and diversity at all times.
- Provide cover for and assist the Financial and Projects Accountant as required.

Carry out other duties as directed and commensurate with the grading of the role.

3. Performance Measures

- Timely, accurate and relevant financial reporting.

Authors:	Richard Carter	Approved by:	HR	
Issue date:	June 2020			
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4. Relationships & Contacts

Internally: Finance colleagues; IT; Internal Audit

Externally: External Auditors; External IT suppliers; Peers in the sector

The criteria below will be used for shortlisting

Please cross (x) the appropriate box

Criteria	Essential	Desirable
Experience:		
1. Experience of preparing and management accounts and commentaries to strict month end deadlines	x	
2. Experience in developing management information to meet the users needs	x	
3. Experience of performing complex balance sheet reconciliations and resolving issues.	x	
4. Experience of utilising and developing financial IT systems and reporting software	x	
5. Experience of working in a large finance team within the social housing sector		x

ACCEPTANCE

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by the Line Manager; the responsibility level of any other duties should not exceed those outlined above.

A copy of this Job Description should be signed and returned within 10 days signifying your acceptance. Please return to HR, PA Housing Group, 3 Bede Island Road, Leicester, LE2 7EA.

I hereby accept the job description.

Name: Block Capitals	
Signed:	
Date:	