Management Accountant

## Job details

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| Job title: | Management Accountant |
| Department: |  |
| Location: | Remote (occasional travelling to Head office) |
| Reporting to: (job title only) | Finance Manager |
| Direct reports: (job title only) |  |
| Responsible to:(where applicable) |  |
| Job purpose: | An integral member of the management accounts team – you will produce month end management accounts, ensure accurate and timely posting for balance sheet and profit and loss items and provide a finance resource to the business for ad hoc projects. |
| Role and Responsibilities: | **Financial Reporting and Accounting*** + Produce accurate group monthly management reports
	+ Ensure monthly payroll journals are posted and provide analysis of payroll costs to budget holders
	+ Provide analysis of central costs
	+ Analyse and provide back up for cost lines of service P&Ls
	+ Ensure accurate accruals for direct costs of allocated service line
	+ Balance sheet reconciliations for allocated accounts
	+ Supporting with preparation of Budgets and Forecasts
	+ Assist in year-end preparation for audit process.
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| Clinical Governance:(where applicable) |  |
| Training and supervision: |  |
| Additional information: |  |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + ACCA/CIMA or an equivalent relevant qualification or finalist
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| **Experience** | * + Relevant accounting experience
	+ Exposure to management accounting
	+ Experience working in SME commercial environment
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| **Skills/knowledge** | * + Advanced level Excel – knowledge of Pivot Tables and V-Lookups
	+ Strong accounting skills
	+ Knowledge of Microsoft Dynamics
 | * + Knowledge of Health Care industry, Private Medical insurance contracs
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| **Personal competencies and qualities** | * + High attention to detail
	+ A self- starter, willing to be hands-on and adaptable in a changing environment.
	+ Strong desire to exceed expectations with a can-do attitude
	+ Excellent verbal and written communication skills
	+ High level of enthusiasm and motivation
	+ Ability to work under pressure
	+ An awareness of and commitment to supporting and facilitating diversity and inclusion
	+ Excellent time management skills
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