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. |
| 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 |  |
| **Experience** | * + Relevant accounting experience   + Exposure to management accounting   + Experience working in SME commercial environment |  |
| **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 |
| **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 |  |