

# Management Accountant

## Basic Job Information

<b>Job Title</b>	Management Accountant
<b>Brand/Function</b>	Finance and Legal
<b>Department</b>	Central Finance
<b>Job Grade</b>	D/ D1
<b>Location</b>	Blakelands
<b>Role Reports to</b>	Financial Reporting Manager
<b>Direct Reports</b>	Dependent on the role
<b>Budget Accountability</b>	No

## Job Purpose

The key finance resource for the brand/function(s), supporting and deputising for the Controller and acting as a business partner for the respective brand/function.

## Key Areas of Responsibility

### Accounting

- Completion of month-end deliverables
- Preparation and presentation of monthly management accounts
- Preparation of variance analysis and commentary between actuals and budget/forecast for presentation to the Controllers and Directors
- Monthly review of provisions in terms of necessity and adequacy
- Monthly reconciliation and analysis of Balance Sheet accounts
- Ensure compliance with applicable group and statutory accounting standards

### Financial Planning & Analysis

- Coordinate and prepare the annual budget, five year plan, and monthly forecasts
- Prepare, develop and analyse all key financial information to facilitate key decision making
- Identify and track key financial risks and opportunities
- Act as a Business Partner for all brand/function financial queries
- Deputise for Controller if required
- Represent Finance in wider Group projects and provide financial expertise to project teams

### Overheads

- Monthly overhead analysis, coordinating with the Controller and relevant cost centre managers.
- Challenge any overhead spends with significant variances to forecast or budget
- Work with the cost centre managers to ensure overhead budgets are being best utilised and reallocate if necessary

### Other

- Prepare and review of all audit deliverables for 5 external audits (quarterly, interim and year end) and internal audits on a timely basis
- Investigate and respond to any audit queries that may arise

- Ensure processes within the area of responsibility are continuously reviewed for efficiency and improvements made where necessary.

**Compliance Responsibility**

**Working Relationships**

- Head of Central Finance
- Finance Projects, Accounting and Systems Manager
- Financial Reporting Manager
- Other Management Accountants
- Brand Controllers
- Group Controller

**Skills**

- Highly numerical and good analytical skills
- Experience of preparing, analysing and presenting financial results and performance for a business or a function.
- Ability to work under pressure and meet tight deadlines.
- Proficient in Excel.
- Proactive in identifying and implementing areas and processes for improvement.
- Determination and willingness to solve complex problems.
- Budgeting/Forecasting experience.
- Strong commercial awareness.
- Ability to build strong stakeholder relationships in a highly differentiated department.
- Experience in dealing with audits and external auditors.

**Experience**

- Audit experience.

**Qualifications**

- Professional Accountancy Qualification or equivalent

**Career Pathways**

**Version Control**

Date	Version No.	Reviewed by	Comments/Action
October 2021	1	HR	
From 2021 onwards document version control is controlled via SharePoint, the latest version of this document will be held on the intranet and therefore this document is uncontrolled if printed.			