

Job Description

Management Accountant

RESPONSIBLE TO: Senior Management Accountant

JOB PURPOSE:

Responsible for preparation of monthly management accounts & assist in preparation of annual statutory accounts. To assist with tax and treasury functions of the Trust.

'WHAT' – you do!

- Assist in the production of the annual statutory accounts of Peaks & Plains Housing Trust and subsidiary companies.
- Production of monthly management accounts including budgeting / reforecasting processes and support for budget holders.
- Oversee the service charge process - budgeting, forecasting and billing.
- Production of the VAT and tax returns for the group.
- Responsible for monthly balance sheet reconciliations.
- Assist in the production of weekly, monthly, quarterly and annual cash flows.

'HOW' – you do it!

We deliver the above by displaying the following example behaviours:

- Transparent with everyone, always being open, honest and clear, with ourselves and others ensuring feedback is given in a timely fashion and we commute effectively across the Trust.
- Restless in your approach to finding better ways we're better tomorrow by challenging what we are doing today. Always looking at best practice to ensure we are forward thinking and innovative
- Upfront and honest. We are bold, confident and direct. We say it as it is. However, we will not be shouty or rude but constructive and clear with people, so they know WHAT we expect from them and HOW they deliver it.
- Skilled - We invest in our people and attract talent so the Trust thrives. We invest in staff to deliver our high performing culture
- Together – championing a “one team” ethos. We support and talk to each other across teams to help improve lives. We work on delivering more through project teams – rather than the functional/hierarchical teams

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

Person Specification

Behaviour - HOW		
Transparent with your teams and peers	E	I/A
Restless in your approach to finding better ways	E	I/A
Upfront and honest	E	I/A
Skilled - continually improving	E	I/A
Together – championing a “one team” ethos	E	I/A
Experience – WHAT		
Recognised Accountancy qualification or nearing completion i.e. CIMA, ACCA.	E	I/A/C
Evidence of Continuous Professional Development	E	I/C
Treasury Management	D	I/A
Experience of working in a busy finance function	E	I/A
Experience of VAT and tax work	D	I/A
Problem solving & making sound decisions whilst using good judgment	E	I/A
Having COURAGE to use (good) judgement, take calculated risks, stand up for what you believe is right and do the right thing by the business.	E	I/A
Engagement: a knack for using emotion and logic to communicate a persuasive vision and connect with people	E	I
Insightful, spotting connections between the people and ideas to create a vision wider than area of responsibility.	E	I/S
Skills/Abilities/Competence – WHAT		
Good Communication skills	E	I
Team Player	E	I
Ability to deal with information confidentially and sensitively	E	I
Problem solving skills.	E	I/S
Ability to work on own initiative.	E	I
Advanced IT Skills	E	I/A
Work Unsupervised	E	I/A
Dynamic “can do” approach	E	I/A

METHOD OF ASSESSMENT

A	Application form	I	Interview
S	Skills Test	C	Production of Certificates

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.