

# Role Profile - Management Accountant

Role Levelling

P3

Purpose	Key Relationships	
<p>To produce the period end management accounts and drive insight and reporting for relevant business area</p> <p>To provide detailed analysis to support the period end results and enable greater analysis and insight of performance against Budget and Forecast including input into period end Exec; Senior Management; and external stakeholder reporting</p> <p>To ensure robust controls are in place to deliver accurate and timely accounts and balance sheet reconciliations are completed periodically</p>	<p>Primarily internal within Commercial Finance, Financial Control and Finance Shared Services Managers and colleagues from across the society, auditors, and professional advisers on adhoc basis</p>	
Key Accountabilities	Measures of Success	Experience/ Qualifications Required
<ul style="list-style-type: none"> <li>To provide financial support to the relevant Senior Finance Manager through the provision of periodic reports and analysis</li> <li>Communication and visibility of risks and opportunities relating to key Balance Sheet accounts</li> <li>To ensure activities are aligned to the accounting policies and procedures of the Society</li> <li>Regular communication with key internal customers (Senior Finance Managers) on important issues</li> <li>To review delegated balance sheet reconciliations, identify and make recommendations on areas for improvement and implement action plans to resolve any issues</li> <li>To support the Society's external audit and review processes</li> <li>To support the statutory accounting team in the production of both the group and individual entities accounts</li> </ul>	<ul style="list-style-type: none"> <li>Financial KPI's</li> <li>Adherence to internal and external deadlines (e.g. period end, reporting and audit deadlines)</li> <li>Quality, completeness and appropriateness of financial reports</li> <li>No material external audit adjustments at Year End</li> <li>All reconciliations are up to date</li> </ul>	<ul style="list-style-type: none"> <li>Qualified accountant</li> <li>Experience of preparing complex management accounts using a variety of both system and manual processes</li> <li>Strong excel skills and experience in manipulating large data quantities</li> <li>Ability to work collaboratively within wider Finance team</li> <li>Excellent communication skills, both verbal and written</li> <li>Excellent attention to detail both in the preparation and reviewing of data</li> </ul>