

Job Description

Job title:	Management Accountant	Location:	Liverpool
Responsible for:	No Direct Reports	Responsible to:	Senior Finance Business Partner

Overview of the role

The overall purpose of the Management Accountant role is to provide financial support and advice to budget holders based on a sound understanding of the relevant dedicated business area.

The post is key to the relationship with budget holders, acting as the conduit between the Finance team and operational areas of the business.

The Finance Business Partnering team has key links to other areas of the Finance team including Financial Accounting, Treasury and Financial Operations, as well as key business areas within the Directorates for which they are responsible from a finance support perspective.

Main responsibilities and accountabilities

Service to budget holders:

- To be responsible for the provision of financial support and advice, including training as needed, to the relevant business area and to translate complex financial information and advice into easy-to-understand language.
- To supply budget holders with operational financial information including key performance metrics or predictive analytics and assist with problem solving.
- To attend and support operational management team meetings at the request of budget holders.
- To tailor finance reports to the needs of customers in the business and to provide a flexible, responsive service.
- To maintain and enhance the customer-orientated approach through the provision of timely professional help and advice to the wider organisation and to sign post to experts within the Finance team, as appropriate.

Budget process:

- To support the Finance Business Partnering team in the preparation of annual budgets, outturns and reforecast exercises.

Management accounts:

- To be responsible for preparation of timely management accounts for the relevant business area, in accordance with the monthly management accounts timetable.
- To complete monthly budget holder statements and undertake meetings with budget holders for the relevant business area to discuss their management accounts.
- To document and provide a summary commentary of the operational reasons for variances based on monthly analysis, for inclusion in the management accounts reports.
- To be responsible for accruals and allocation of costs and income for the relevant business area.

Statutory accounts and returns:

- To provide information as requested to internal and external auditors.
- To ensure accuracy of work done, ultimately feeding into the group and entity statutory accounts and regulatory returns.

Other:

- To contribute to the development and enhancement of finance system capabilities
- To attend appropriate conferences or events that cover the specialist area
- To respond to ad hoc queries from budget holders or other members of operational teams
- To follow policies, processes and procedures and put forward suggestions to ensure continuous improvements
- To support the wider Finance team in the achievement of team targets and action plans
- To provide a customer focused service as part of the Finance team to other parts of the organisation and external customers and stakeholders
- To undertake any other similar duties as may reasonably be expected of the post holder

Key contacts

The post is responsible for actively promoting and representing Plus Dane to a broad range of stakeholders. Key contacts in the post are detailed below.

Key internal contacts are:

- Treasury & Financial Operations team
- Financial Accounting team
- Budget holders in the relevant business area and other operational staff requiring financial support or advice

Key external contacts are:

- Regulator of Social Housing
- Internal and external audit
- Tax advisors
- Management companies

Person Specification (Essential [E]/Desirable [D])	
Job title:	Management Accountant
Area	Requirements
Education	<ul style="list-style-type: none"> • Minimum 5 GCSEs or equivalent at C grade or above, including mathematics (E) • Part qualified or working towards a recognised qualification with a professional accounting body such as CIMA, ACCA, CIPFA (qualification by experience will also be considered) (D)
Experience & knowledge	<ul style="list-style-type: none"> • A high standard of numeracy, literacy and accuracy (E) • Demonstrable knowledge of accruals accounting and fundamental principles of UK GAAP/FRS102 (D) • Good IT skills, including Excel spreadsheets and an ability to quickly understand finance systems in order to extract and utilise information available (E)
Personal qualities	<ul style="list-style-type: none"> • A customer focused approach, including a friendly, helpful manner with good interpersonal and communication skills, and the ability to deal with both internal and external stakeholders (E) • Commercial focus, embedding and instilling a culture of Value for Money with the relevant budget holder and business area (D) • Ability to develop and maintain strong relationships across the business and with external stakeholders (D) • Awareness of sector and regulatory developments relevant to the business area (D) • Ability to plan and prioritise workload, and an understanding of the importance and impact of meeting deadlines, for the Finance team and wider organisation (E) • Willing to work flexibly and cooperatively to meet the demands of the team and the organisation, including travel to other sites to enable effective one-team working (E)



learn and grow

we embrace change

we learn from
our experiences

we take pride in
developing ourselves
and others



work together

we are one

we share a
purpose

we support and
are supported



achieve for our customers

we care

we go the
extra mile

we create positive
experiences for
our customers



take ownership

we are decisive

we see things
through

we trust and
are trusted to do
the right thing

Plus Dane Housing is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.