

## Job Description

<b>Job Title:</b>	Management Accountant
<b>Reports to:</b>	Head of Finance
<b>Salary:</b>	Band 8: £37,928 - £43,606 (depending on experience)
<b>Location:</b>	Headquarters, Dunfermline (Hybrid)
<b>Hours:</b>	9am - 5pm, 35 hours per week, Monday to Friday

### Overall Purpose of the Role:

Reporting to the Head of Finance the role of Management Accountant is to provide strong financial control, accurate reporting and analysis to support the Society in the production of accurate and timely financial information.

The Management Accountant will support the Head of Finance in the preparation, development and analysis of key financial information to ensure that the Society's management makes well-informed decisions to ensure future security.

The Management Accountant will support the Head of finance in the preparation of the annual financial statements, monthly management accounts and the budget/forecast predictions for the Society in line with statutory regulations, whilst maintaining accuracy and ensuring adequate controls are in place.

### Key Responsibilities:

#### **1) Support preparation of the monthly management accounts, in line with the appropriate accounting policies and deadlines.**

Review Supplier records with the team and ensure reconciliation, producing accruals and prepayment journals for missing costs.

Review Customer records with the team and ensure reconciliation to the income journals, producing accruals for missing income.

Review Cash book with the team ensuring accurate recording and monitoring.

Monthly preparation of assets and depreciation.

Monthly preparation of investments journal.

#### **2) Support preparation of the monthly Balance Sheet reviews and Annual Statutory Accounts, in line with the appropriate accounting policies and deadlines.**

Produce Monthly Balance Sheet Reconciliation and saving appropriate evidence each month in preparation for future audits.

Maintenance of the Fixed Asset Register, Including recording acquisitions and disposals.

Preparation and submission of the quarterly VAT returns.

Assist the Head of Finance in the preparation of annual accounts for the Society and its subsidiary.

Support the HOF throughout the annual external audit process and engage with the Auditors directly as required.

**3) Assist the Head of Finance to provide finance support and advice to budget holders across the Society on the control and monitoring of budgets allocated to them.**

Review departmental reports with Managers and support with queries.

Support the Head of Finance in any in year re-forecasting working with Managers across the society.

**4) Assist the Head of Finance in the preparation and collation of annual budgets and ongoing forecasting process.**

Support the Head of Finance by working with departmental managers on completing budget templates.

Produce a capital and depreciation forecast working with the Head of Estates and Head of IT.

**5) Identify areas of continue improvement and drive and / or support the continuous improvement processes within the department.**

Undertake any other duties arising and pertaining to the post, as directed by the Head of Finance.

**External and internal engagement:**

External: auditors, VAT advisors

Internal: Finance Team, Budget Holders, Senior Leadership Team and wider colleague workforce.

**Personal specification:**

	<b>Essential</b>	<b>Desirable</b>
Education & qualifications	Qualified Accountancy Qualification (CA, CIMA, ACCA, CIPFA)	
Experience & job knowledge	<p>A good understanding of the annual financial statements production and audit process.</p> <p>A good knowledge and understanding of management accounting.</p> <p>Experience in compiling and explaining financial information to a management level.</p> <p>Experience of working within financial controls to ensure accuracy within financial information produced.</p> <p>Experience in compiling and presenting budget/forecast information.</p>	Knowledge of the Charity SORP.
Job related skills / competencies	<p>Organisation skills to ensure monthly/quarterly/annual deadlines and deliverables are met.</p> <p>Ability to relate to both financial and non-financial staff and stakeholders.</p> <p>Good analytical skills with power of analysis and problem solving.</p> <p>Creativity to develop uses of finance tools to improve efficiencies.</p>	
Personal attributes	<p>Excellent interpersonal and communication skills.</p> <p>Ability to react and be flexible to changing priorities.</p> <p>Enthusiasm for the task, a high degree of flexibility, and the ability to use one's own initiative.</p>	