

## Management Accountant

<b>Generic title</b>	Manager – 1
<b>General Description</b>	<p>A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&amp;E or Special Works) on a larger scheme or area office. In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</p>

## Competencies

<b>Achieving Results</b>	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
<b>Analytical thinking and decision making</b>	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
<b>Communication</b>	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
<b>Dealing with change</b>	<p>Sees potential of new ideas and situations</p> <p>Take a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
<b>Teamwork</b>	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
<b>Leadership</b>	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
<b>Managing resources</b>	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
<b>Negotiation</b>	<p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
<b>People Development</b>	<p>Can work well within tested frameworks of development to identify others needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p>

	Build development plans with others
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## Role definition

<b>Summary of role</b>	Responsible for the timely and accurate production of management accounts in accordance with policies and guidelines, this incorporates understanding; challenging and consolidating numbers received from within the business.
<b>Responsibilities and accountabilities</b>	<p>Analyse and report on key financial data ensuring that managers receive timely, accurate and relevant information</p> <p>Prepare, develop and analyse management accounting information</p> <p>Provide high quality support service to management</p> <p>Prepare periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis and commentaries</p> <p>Provide a support service by working with all departments and the management team to help make financial decisions</p> <p>Ensure spending is kept in line with the budget</p> <p>Inform key strategic decisions and formulating business strategies</p> <p>Advise on the financial implications and consequences of business decisions</p> <p>Analyse financial performance and so contributing to medium and long-term business planning/forecasts</p> <p>Negotiate on major projects, loans and grants</p> <p>Offer professional judgment on financial matters and advising on ways of improving business performance</p> <p>Interpret and communicate financial data to non-financial managers</p> <p>Liaise with other function managers to put the finances and accounts in context</p> <p>Monitor and evaluate financial information systems and suggest improvements where needed</p> <p>Implement corporate governance procedures, risk management and internal controls</p>
<b>Qualifications, training and technical knowledge</b>	Degree educated and with an industry recognised qualification (ACCA/CIMA)
<b>Attributes and skills</b>	<p>Commercial awareness, with an interest in business and an understanding of how an organisation works and manages resources</p> <p>High level of numeracy and accuracy</p> <p>Ability to explain complex financial information in a clear way</p> <p>Professionalism and commitment</p> <p>Excellent oral and written communication skills</p> <p>IT proficiency</p> <p>Good project management skills</p> <p>Strong interpersonal and teamwork skills, with the ability to work with colleagues at all levels including non-finance members of staff</p> <p>Ability to work on own initiative</p> <p>Confidence to know where your expertise ends and another team member's begins</p> <p>Ability to remain impartial</p> <p>Logical approach to work together with analytical and problem-solving skills</p> <p>Organisational skills with the ability to work under pressure and to deadlines</p>