

**Accountant – Management**

<b>Generic title</b>	Manager – 2
<b>General Description</b>	<p>A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.</p> <p>They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team.</p> <p>In operations they will manage small or medium projects and site. They supervise larger teams of trades of co-ordinate significant functions on a larger project.</p> <p>In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.</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>Communicates positively with clarity and understanding</p> <p>Presents information in a structured way</p> <p>Demonstrates confidence when communicating in own subject</p>
<b>Dealing with change</b>	<p>Positive attitude to change when presented</p> <p>Contributes to change in own area of work</p>
<b>Teamwork</b>	<p>Contribute to the overall team objectives</p> <p>Understand how to be part of a team</p> <p>Regularly cooperate with team members</p>
<b>Leadership</b>	<p>The capacity to assume some position of influence within a team</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>The ability to discuss and agree priorities</p>
<b>People Development</b>	<p>Can respond well within tested frameworks of development to identify own needs</p> <p>Use personal experience to build own skills</p>

**Role definition**

<b>Summary of role</b>	<p>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. The Management Accountant will act as the key management reporting contact within the business unit.</p> <p>The role will work closely with the financial controller to provide an effective and efficient central finance function to the business unit.</p>
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<b>Responsibilities and accountabilities</b>	<p>Provide timely and accurate monthly management reporting, board packs weekly cash forecasts, budgets and business strategy plans for the business unit.</p> <p>Provide support to overhead budget holders, including reporting and production of forecasts and budgets, whilst challenging spend to ensure value for money.</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>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>	<p>CIMA/ACCA/ACA part qualified, (AAT minimum)</p> <p>Proven relevant experience</p> <p>Excellent financial reporting skills</p> <p>COINS system knowledge an advantage</p> <p>Good understanding of large commercial business enterprise (construction industry an advantage).</p> <p>Other ad hoc and routine work as required by the financial controller head of finance or finance director</p>
<b>Attributes and skills</b>	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Excellent organisational, planning and time management skills; able to manage projects simultaneously without compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with senior management to set project and operational targets</p> <p>Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders</p>