

Job Description Senior Management Accountant



Role Details

Role title	Senior Management Accountant
Department	Finance
Reports to	Director of Finance
Line manager for	P/L, S/L, Assistant Accountant

Vision and Mission

Vision

As the pioneering workplace and facilities management body, our vision is to drive change for the future. To be the trusted voice of a specialist profession recognised, beyond the built environment, for its ability to enable people to transform organisations and their performance.

Mission

We empower professionals to upskill and reach their potential for a rewarding, impactful career. We do this by advancing professional standards, offering guidance and training, developing new insights and sharing best practice.

The company has a strong culture based on our values

- Confident and Bold
- Human and Inspiring
- Knowledgeable and InSync
- Active and Energetic

Social Value

We are a Disability Confident employer, Investor in People accredited and Living Wage employer. We offer charity days along with paid for social events and make efforts to reduce our impact on the planet.

Job Purpose

To support and coach transactional finance team ensuring processes and procedures optimise ways of working. Prepare management information to support commercial decision making. Maximise use of resources and working capital to build a sustainable institute ready for chartership. Provide confidence through analysis and ensuring data integrity.

Job Description: Senior Management Accountant

Key Accountabilities

- Support and coach a small team in the preparation of monthly chart of accounts.
- Set and report on departmental KPI's across ledgers.
- Set and review teams performance against annual objectives.
- Evolve Monthly Management reporting systems. Ensure information is SMART.
- Prepare Monthly Management reports developing dashboards for real time decision making.
- Act as Financial Business Partner across cost centres interrogating monthly performance reports.
- Improve internal processes maximising system functionality.
- Ensure data integrity through interrogation and reconciliation of internal systems.
- Work with customer engagement teams to improve structure, testing and use of CRM.
- Institute VAT process and completion of quarterly returns.
- Annual Corporation Tax calculation.
- Manage annual audit process.
- Co-ordinate annual budget process with department heads and consolidate.
- Monthly cashflow reporting and forecasting.

Professional Qualifications

- Qualified Accountant (CIMA, ACCA)
- Strong data analysis experience
- Development of management reporting structures

Technical Skills

- Excellent ICT across operational – non finance platforms
- Advanced Excel skills
- Commercial Awareness
- Excellent written and verbal communications skills
- The ability to explain financial information in a clear way

Behavioural Skills

- Self starter
- Inquisitive
- Ability to prioritise and manage teams time to meet deadlines
- Small company team player