**Job title:** **Management Accountant**

**Responsible to:**  **Senior Management Accountant**

**Accountable to: Financial Controller**

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

To provide high quality financial support to the management team of the Residential Care Services (RCS) division of Care UK. In particular, by ensuring that the Management Accounts team deliver monthly financial reports in a timely and accurate manner.

### Key Responsibilities

* To play a key role in the preparation of monthly management accounts and supporting analysis
* To work within the reporting team to ensure that information provided is accurate, complete, delivered within defined timescales and prepared in line with group accounting policy and statutory accounting standards
* To provide variance analysis on the monthly management accounts with supporting explanations where necessary
* To ensure that defined balance sheet accounts are reconciled on a monthly basis and that any areas requiring action are dealt with promptly
* To ensure that defined account line reviews and home level reviews are carried out on a monthly basis
* To provide analytical support to the Commercial team around specific projects and under-performing homes
* To ensure completion of VAT and statutory returns in a timely and accurate manner
* To assist with the testing of internal controls to ensure a robust control environment
* To support the Financial Controller in the provision of audit support to external auditors including maintenance of audit/tax information on an ongoing basis
* To provide financial support to operational colleagues to ensure management information is understood and queries are efficiently and effectively managed
* To effectively manage relationships with internal and external service providers (e.g. payroll and accounts payable) to ensure the necessary service standards are delivered
* This list of key responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required

**Safeguarding of Vulnerable Adults / Mental Capacity Act**

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

##### Person specification

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications |  | * Degree Educated
* ACCA/CIMA/ICAEW qualified
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| Experience | * Previous experience of management accounts preparation including accrual calculations and accounting adjustments to tight deadlines
* Experience of working well under pressure and to tight deadlines
 | * Knowledge of Agresso
* Care sector
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| **Technical Skills** | * Strong analytical skills with the ability to understand a task as well as perform it
* Commercially astute and able to review results systematically and analytically
* Ability to demonstrate an exceptional standard of numeracy and literacy
* Ability to demonstrate planning skills to manage time effectively and to meet objectives and deadlines
* Ability to multi task and prioritise
 | * Advanced MS Excel to pivot tables / lookups
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| **Personal Qualities** | * ‘Hands-on, can-do’ and proactive approach to work
* Ability to challenge the status quo and ensure continuous improvement
* Excellent communicator with ability to communicate effectively at all levels; ability to build and maintain relationships with a wide range of personalities
* Conscientious, high attention to detail with ability to see tasks through to completion and report back on results
* Results and deadline driven; willingness to achieve
* Flexible in approach
* Confident in providing guidance and support to other colleagues and customers/stakeholders
* Methodical, analytical and logical thinker
* Professional approach, able to operate in an assertive manner
* Able to maintain privacy and confidentiality
* Commitment to personal development and the acquisition of new knowledge and skills
 | * Ability to demonstrate use of initiative and generate new ideas/challenge the status quo
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