**Job title:** Assistant Management Accountant

**Responsible to:** Finance Manager

**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

Care UK is a leading, innovative provider of Residential care services in the UK. The group has delivered strong organic and acquisitive growth over recent years with revenue in excess of £350m.

Further growth prospects continue to be strong, and the business is well placed to take advantage of the opportunities presented to key players in the market. Consequently, the internal environment is fast paced and continually evolving, providing an excellent opportunity for individuals seeking to make a significant impact.

Care UK requires an Assistant Management Accountant to fulfil a key role within the business.

The Assistant Management Accountant, reporting to the Finance Manager, will have responsibility for key aspects of financial reporting and control to deliver timely and reliable reporting to divisional level management and group finance. The post-holder will, on a regular basis, liaise directly with the divisional Executive team and home managers.

### Key Responsibilities

* Working closely with the executive team and operational management, to support the business in achieving and exceeding its strategic and financial objectives.
* Support in providing regular reporting to influence performance and efficient cost control across the business. This will include benchmarking of care homes and service types to challenge operational management.
* Preparation of regular reporting and monthly management accounts and supporting analysis to key stakeholders. Ensuring that the information provided is accurate, complete, delivered within defined timescales and prepared in line with group accounting policy and statutory accounting standards.
* To provide financial support to key stakeholders to ensure management information is understood and queries are efficiently and effectively managed.
* To assist with statistical data and ensure KPIs are accurately reported
* To ensure that all balance sheet accounts are reconciled on a monthly basis and that any areas requiring action are dealt with promptly.
* To assist in the completion of VAT and statutory returns in a timely and accurate manner.
* Active and constant improvement of processes and practices.
* Ongoing identification and communication of risks and opportunities; through general interactions with operations
* Building strong working relationships with the other key members of the Finance and Commercial team to support the business and drive performance
* Assist in the annual budgeting and forecast processes, linking in with the Commercial Finance and Financial Planning and Analysis teams
* Providing day-to-day support to the activities of the senior finance team.
* 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.

### 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.

I confirm I have read and understand this Job Description

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| --- |
| **Name of postholder** |
| **Signature**  |
| **Date** |

Person specification

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * ACCA / CIMA / ACA Studier
 | * Degree Educated / AAT Level 4
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| Experience | * Previous experience of management accounts preparation including accrual calculations, balance sheet reconciliations and accounting adjustments to tight deadlines
* Good working knowledge of Microsoft Office products (Excel, Outlook, PowerPoint and Word).
* Strong analytical skills with big data sets.
 | * Previous service industry / social care sector knowledge in a strong commercial environment
* Knowledge of Agresso / Unit 4 ERP
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| **Technical Skills** | * Ability to work well under pressure and to tight deadlines
* Ability to adapt to change
* 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
* Excellent communicator with ability to communicate effectively at all levels; ability to build and maintain relationships with a wide range of personalities
* Ability to demonstrate planning skills to manage time effectively and to meet objectives and deadlines; Able to manage several tasks at any one time
 | * Ability to challenge the status quo and ensure continuous improvement
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| **Personal Qualities** | * ‘Hands-on, can-do’ mentality
* 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
* Flexibility
* Able to demonstrate use of initiative and generate new ideas/challenge the status quo
* Highly self-motivated, proactive, personable team player
* Confident and able to provide help and support to other colleagues and customers/stakeholders
* Methodical, analytical and logical thinker
* Good personal presentation and a 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
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