##### JOB DESCRIPTION

**JOB TITLE: Management Accountant**

**RESPONSIBLE TO: Finance Manager**

**ACCOUNTABLE TO: Financial Controller**

**Care UK 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

## 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 £450m.

Care UK requires an experienced Management Accountant to fulfil a key role, based predominantly in Colchester (offsite visits may be required). The business provides care and supports to over 8,500 older people suffering from dementia and related conditions in 153 Care homes across the UK. The business has, and continues to grow rapidly, making significant investment in new care homes and enhanced facilities.

Further growth prospects continue to be strong and the group 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.

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

### Key Responsibilities

* To provide high quality support to the Finance Manager and the business in financial matters. Working closely with the executive team and operational management, to support the business in achieving and exceeding its strategic and financial objectives.
* Providing regular reporting to influence business performance and efficient cost control across the business. This will include benchmarking of care homes and service types to challenge operational management.
* To take responsibility for the preparation in areas of the monthly management accounts and supporting analysis.
* Delivering key messages and presenting insight derived from analysis of high-volume transactional data. Use of management reporting techniques, such as price, volume and mix variance analysis.
* 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 financial support to operational colleagues to ensure management information is understood and queries are efficiently and effectively managed. This will include the provision of insightful variance analysis on the monthly results, including period on period and forecast to actual bridges.
* To ensure that statistical data and KPIs are accurately reported.
* To ensure that all balance sheet accounts are reconciled monthly and that any areas requiring action are dealt with promptly. Ensure a strong financial control environment and review compliance of key controls for the balance sheet account.
* To assist with the testing of internal controls to ensure a robust control environment. Challenging other functional departments where necessary.
* To be a key contact in the provision of audit support to external auditors; providing key reconciliations and supporting audit evidence, as well as involvement in the preparation of statutory accounts and associated disclosures for divisional legal entities
* To effectively manage relationships with internal and external service providers (e.g. payroll and accounts payable) to ensure the necessary service standards are delivered
* Active and constant improvement of processes and practices together with compliance monitoring, including the ongoing maintenance and continued development of the finance policies and procedures.
* 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 and business partnering the wider business functions to support the business and drive performance
* Involvement in the annual budgeting and forecast processes, linking in with the Financial Planning and Analysis team
* Providing day-to-day support to the activities of senior management
* Other ad hoc activities

### 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.

**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

Name of post holder …………………………………..

Signature …………………………………..

Date …………………………………..

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| **HAZARDS** |
| Laboratory specimens |  | Clinical contact with patients/residents |  | Performing exposure prone invasive procedures |  |
| Blood/body fluids |  | Dusty environment |  | VDU use |  |
| Radiation |  | Challenging behaviour |  | Moving and handling |  |
| Solvents |  | Driving |  | Noise |  |
| Respiratory sensitisers |  | Food handling |  | Working in isolation |  |

**Person Specification**

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| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * ACCA / CIMA / ICAEW part qualified
* MS Excel to pivot tables, lookups and ‘if’ statements
 | * ACCA / CIMA / ICAEW member
* Degree Educated
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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).
* Experience of establishing and monitoring a control environment.
 | * Previous experience of auditing internal processes / controls
* Previous service industry / social care sector knowledge in a strong commercial environment
* Knowledge of Agresso / Unit 4 ERP
* Knowledge of IBM Planning Analytics (TM1)
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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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