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| ROLE PROFILE | | | |
| Job title | Management Accountant | Date | November 2024 |
| Business | Food For Now | | |
| Department | Finance | | |
| Location | Bradgate Madeline Road | | |
| ROLE SUMMARY (main purpose) | | | |
| To be a key member of the Finance team reporting accurate, timely and informative information to various Stakeholders. Assist with understanding the key drivers of the business to support improved business performance. | | | |
| REPORTING STRUCTURE | | | |
| Report to | Finance Manager | | |
| Direct & indirect reports | None | | |
| Key internal stakeholders | Finance team, Operations Teams | | |
| Key external stakeholders | N/A | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| **CONTROL**   * Preparation of full weekly and monthly FFN accounts. * Preparation of budgets and quarterly updated forecasting of accounts. * Maintaining the fixed asset register and capitalising assets. * Month-end overhead overviews. * Cashflow forecasting. * Balance Sheet reconciliation and control (incl accruals and prepayments). * PL invoice approval (and coding if necessary). * Driving continuous improvement through weekly reporting of KPI’s and liaising with key stakeholders.   **COMMERCIAL**   * Support budget holders with understanding actual performance vs budget. * Business Partner key stakeholders (financial and non-financial) ensuring strong commercial and operational decision making, managing financial risks and opportunities. * Assist with improving the visibility of business profitability and performance. * Reconciliation of commercial overriders monthly. * Ad hoc analysis and reporting. * Holiday cover & Support. * Support the team by performing ad hoc duties that may arise, or as workload allows. | | | |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE | | | |
| Qualifications | ACA, CIMA or ACCA qualified – ***Essential.***  GSCE Maths & English at Grade C or above – ***Essential***. | | |
| Experience | Experience of industry accounts - preferably management accounts – ***Essential*** | | |
| Skills/ Knowledge | Numerate, methodical, controlled, accurate and attention to detail – ***Essential***  Intermediate MS Excel knowledge – Look Ups, Pivot Tables – ***Essential*** (Excel VBA- ***Desirable***)  PowerBI report writing - ***Desirable***  Competent in other Microsoft office packages - ***Essential***  Accounting System literate including ability to use different systems – **Essential,** Microsoft AX experience - ***Desirable***  Excellent numeracy skills and ability to interpret data and spot errors - ***Essential*** | | |
| PERSONAL ATTRIBUTES & BEHAVIOURS | | | |
| Flexible working approach in an environment which often needs to react quickly to the needs of the business.  Manages expectations during all interactions of the business.  Self-starter, problem solver and dedicated to the task in hand. | | | |
| COMPETENCIES FOR SUCCESS | | | |
| Competency | Descriptors | | |
| Values People | Demonstrates the belief that people are the most important asset and central to the success of the organization. Everybody should be treated with dignity and respect at all times. | | |
| Customer Focus | Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success | | |
| Collaborative Team Working | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and federalism | | |
| Flexibility and Adaptability | The ability to change and adapt our own behaviour or work procedures when there is a change in the work environment, for example, as a result of changing customer needs | | |
| Initiative and Taking Ownership | Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism. | | |