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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.
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| 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. |