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| **ROLE PROFILE** |
| Job title | Management Accountant | Date | 21/1/25 |
| Department | Finance |
| Location | Soreen  |
| **ROLE SUMMARY** Summarise in one or two sentences the highlights of the job in terms of its purpose and overall responsibility.  |
| A key member of the site Finance team, providing financial support to aid the business in achieving its objectives. Key elements include the accuracy of the accounts and the provision of financial reporting, analysis and insight whilst ensuring a robust control environment and balance sheet integrity. |
| **REPORTING STRUCTURE** |
| Reports to | Financial Controller |
| Key internal stakeholders | Operations Teams, The Finance team |
| Key external stakeholders | Group Finance & IT teams, External Auditors, outsourced IT partners |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Manage the month-end accounts creation process generating accurate and timely accounts and weekly P&Ls whilst maintaining a strong focus on balance sheet control. Liaise effectively with Group Finance and shared service teams as required.
* Be a key team player as part of the finance team, providing leadership and coaching to other members of the team.
* Provide insightful reporting on business performance including generation of monthly board packs, operations performance reports, weekly scorecards and any ad-hoc information as required.
* Be a key contributor in the generation of the annual budget and financial forecasts using influencing skills in involving operations team and overheads budget holders where required. Populate budget submission templates required by Group ensuring requests are accurate and submitted on time.
* Drive strong working capital and cash management across the business and ensure accurate cashflow forecasts.
* Maintain and strengthen internal controls. Drive compliance across the business.
* Partner with operations/engineering teams in the preparation of high-quality capital expenditure submissions to be reviewed at the monthly capital forum. Ensure project spend is closely monitored and for returning projects, financial benefits are tracked and delivered in line with expectation.
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGEList the skills gained through education and experience required to effectively function in the position |
| **Essential*** Qualified accountant
* Excellent IT skills including highly proficient on Excel and the ability to pick up new systems quickly.
* Strong analytical and problem-solving skills with the ability to interpret data clearly and concisely.

**Desirable*** Finance business partnering experience with the ability to communicate financial information to and build strong relationships with non-finance colleagues.
* Experience of using Power BI
* Manufacturing experience.
* People management.
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| **ATTRIBUTES & BEHAVIOURS FOR SUCCESS** |
| **Behaviour** | **Descriptors** |
| **Focused on developing people** | * Consistently demonstrates that people are the top business priority.
* Devotes a significant % of time to supporting and coaching their people.
* People related activities are consistently placed high on the “to do” list.
* Always make themselves available to support team members, regardless of how busy they are.
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| **Builds strong relationships** | * Demonstrates they are a good listener who can take on board other points of view.
* Demonstrates trust in other teams and other colleagues.
* Displays a high level of emotional intelligence to understand how to improve a relationship.
* Willing to be the “better person” for the sake of building or maintaining a relationship.
* Consciously aware of key relationships which require more work to improve.
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| **Courage to make tough decisions** | * Demonstrates they can make a positive decision when none of the alternatives are attractive.
* Is able to make quick decisions when needed even if the data is not complete.
* Is able to take the “hard / right” decision (which will upset some people) rather than always opting for the “easy / but wrong” decisions.
* Consistently demonstrates high standards and does not drop standards just because the implications are challenging.
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| **Calmness during challenging times** | * The more challenging the situation the calmer we want our people to be.
* Does not get over-emotional when things go wrong.
* Recognises that challenging times call for the best kind of leadership.
* Focuses on the issue…….not the person who made a mistake or who discovered a problem.
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| **Leads by example** | * We should “walk the walk” as well as “talk the talk”.
* Displays a consistent approach in how they deal with everyone in the business regardless of their level.
* Demonstrates an unshakeable positive attitude regardless of how challenging the circumstances.
* Appreciates the views of everyone in the business and welcomes new ideas and challenges.
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