

JOB DESCRIPTION

| | | | |
|------------|-----------------------------|------------|------------------------|
| Job Title | Management Accountant | Department | Genus |
| Reports To | Client Financial Controller | Location | Sheffield/Chesterfield |

Role Overview:

Reporting to the Client Financial Controller you will be responsible for bookkeeping, preparing Management Accounts, VAT returns and Year End Accounts. You will also assist on software projects which may include conversions to Xero and Xero training and support.

Key Responsibilities:

| | |
|--------|--|
| Client | <ul style="list-style-type: none"> Responsible for bookkeeping, the preparation of management accounts and VAT returns, ensuring all reporting deadlines are met. Ensure the completion of bank and balance sheet reconciliations to a 'year-end' standard. Responsible for the preparation of year end accounts. Develop an understanding of relevant software apps which are used by the clients for which you act and other apps which may benefit their business. Provide accurate and timely financial reporting (such as margin and departmental reporting). Highlight and provide commentary on key variances. Assist with software projects – including conversions to Xero and Xero training/support for clients. Liaising with clients to get key information and assist with their understanding of the financials. |
| Genus | <ul style="list-style-type: none"> Maintain standardised processes and procedures within the department. Responsible for adopting best practice in the use of technology within the department. Attend and contribute to regular departmental meetings. Responsible for looking after a portfolio of clients and ensuring all deadlines are met. Delegate appropriate work to less experienced members of the team and review their work as appropriate Provide support and guidance to less experienced members of staff. Proactively manage your workload, keeping all updated as to the stage of jobs, raising any concerns with regards to workloads, progress, deadlines and job budgets as soon as you are aware of them. Maintain the work planner tool with planned absences and potential workload clashes. |

- | | |
|--|--|
| | <ul style="list-style-type: none">• Give appropriate feedback within the department. |
|--|--|

Skills / Experience / Qualifications

Skills:

- Accuracy and attention to detail
- Professional and organised approach to work
- Effective time management ability priorities and manage workload to meet deadlines
- Self-motivated and ability to work on own initiative as well as part of a team
- Good written and verbal communication skills
- Flexible approach

Experience:

- Have previous experience of Management Accounts preparation.
- Ideally, previous experience of Xero, Sage and other accounting software.
- Minimum 2 to 3 years practice experience

Qualifications:

- AAT
- Studying towards ACA or ACCA qualification

Additional Information

- To carry out any other duties as identified to ensure the smooth running of the business.
- Confidentiality - Where in the course of your duties you have access to confidential information relating to customers or clients you should ensure confidentiality is always maintained and any data is treated in accordance with company policies and procedures.
- Equal Opportunities - To support the business equality and diversity policy and promote an environment of inclusivity and support to customers and our people.
- Health and safety - To adhere to health and safety procedures and to take responsibility for your own safety and that of others and report any incidents or concerns to line management.
- Customer Focused - We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services always.
- Learning and Development - To participate in any learning and development identified as appropriate for the role and share ideas for continual personal and firm development.
- Quality of our Work - To strive to maintain high standards of professionalism, work outputs and quality of work in line with the business priorities.

Better Ideas.
Sharper Results.

SHORTS

