



ROLE PROFILE

Job Title: Assistant Management Accountant	Role Reports to: Business Finance Manager	Business Function: Finance	Grade: F
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Job Purpose: Produce and assist with the production of accurate and timely financial information, management accounts packs, accurate journals, balance sheet reconciliations and rent returns	Key Competencies: <ul style="list-style-type: none">• Meeting Customer Needs• Flexibility and Resilience• Interpersonal Understanding• Results focus• Impact and Influence• Personal Learning & Growth• Building Relationships• Gathering / Seeking Information• Problem Solving & Decision making
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Key Responsibilities:

1. Review and improve accuracy of source transactions to ensure the integrity of the management accounts.
2. Prepare and post required journals.
3. Assist with and prepare some of the monthly management accounts packs to the defined service level and agreed timetable. Including Profit and Loss accounts, Balance Sheets, variance analysis and commentaries.
4. Complete rent returns.
5. Complete accurate salary analysis.
6. Assist Management Accountants and where relevant attend meetings with managers in the business to provide and explain relevant financial information, to improve decision making, reporting and budgeting.
7. Assist the Management Accountants with the production of accurate forecasts and budgets in line with the business plan.
8. Prepare balance sheet reconciliations, according to the group timetable, ensuring meaningful supporting documentation for all reconciling items is maintained.
9. Assist in the preparation of accurate and timely information to support all required reporting, including management information, external and internal audit, lenders and regulatory returns.
10. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Sound knowledge of computerised ledgers • Accounting techniques • Statutory and Regulatory Reporting requirements • Understanding the importance and content of balance sheet reconciliations 	<ul style="list-style-type: none"> • Knowledge of latest Accounting Standard and application to the social housing sector
Skills	<ul style="list-style-type: none"> • Advanced level Microsoft Excel skills • Excellent communication skills, written and verbal. • Strong analytical skills • Ability to work accurately when under pressure, maintaining a strong attention to detail 	
Experience	<ul style="list-style-type: none"> • Good track record in providing financial support to a wider finance team 	<ul style="list-style-type: none"> • Demonstrable personal case studies showing direct involvement with management account production and balance sheet reconciliation • Housing / Construction industry experience

	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> Part qualified member of a recognised accounting body (i.e. ACA (Association of Chartered Accountants), ACCA (Association of Chartered Certified Accountants), CIMA (Chartered Institute of Management Accountants), CIPFA (Chartered Institute of Public Finance and Accountancy) Part Qualified by experience / desire to undertake qualification will be considered. 	
People Management Responsibility?	No line management responsibility	
Budgetary Responsibility?	No budgetary responsibility	
Key Relationships (internal/external)	Financial Control Team, Commercial Finance Managers, key stakeholders	



Safeguarding of Children Young people and Vulnerable Adults

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

Key Role Performance Indicators

1. Accurate review of source transactions and relevant journal posting in line with the timetable that do not require any corrections.
2. Thorough review and analysis of variances within the accounts, providing accurate and sufficiently detailed explanations and producing informative reports.
3. Satisfactory completion of rent returns, as per the contract with the relevant housing association.
4. Satisfaction of customers in the wider business with the support provided.
5. Timely completion of balance sheet reconciliations according to the group

Date Role Profile Created/Updated:

August 2019