

# Management Accountant

## Job Description

### Introduction

We are looking for a commercially-minded visionary to take up the role of Management Accountant. They will play a key role in ensuring that the business continues to receive consistent, reliable, and relevant information, taking full advantage of all new reporting functionality that becomes available.

You'll be part of a skilled, engaged, and diverse team, supporting our co-op in its vision to be the East of England's most valued organisation.

### Values

At Our Co-op, we live by a set of four values. We've highlighted the key tasks and responsibilities of the Management Accountant role against these values, so you can see how you will live these day-to-day.



Ownership of timely and accurate management accounts delivery at both overall Society and detailed branch level; including review, trend analysis and the investigation of anomalies

Preparation and review of balance sheet reconciliations, resolving any issues where necessary

Ad-hoc analysis or duties as requested by line manager



Responsibility for the day-to-day management of our Assistant Management Accountants

Identifying and delivering developments in reporting and system use, ensuring delivery of robust business information in an efficient manner

Contributing to the forecasting, budgeting, and longer-term planning processes

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Ensuring all information shared within the business is accurate and reliable

Assisting with the year-end statutory audit process

Completion of government returns such as national statistics



Proactive and on-demand value-add financial analysis and insight for business partners

Delivery of weekly turnover analysis each Monday for the previous week

Preparing and interpreting KPI reports and dashboards to provide effective action-orientated information to the senior management team

We are not saying that the above list of tasks is exhaustive. What's important to remember is that your behaviours reflect our values in whatever task you're performing.

### **Skills & Behaviours**

Below lists the skills and behaviours required to complete the role of Management Accountant at the East of England Co-op:

- You'll be a qualified Accountant (ACA, CIMA, ACCA) with proven people management, organisational and communication skills.
- We're looking for someone who will inspire their direct reports and encourage the ideas of team members so that innovation thrives.
- You'll be open-minded with a flexible approach to how things can be achieved and able to use a variety of IT systems and tools to get the job done in the best way possible.
- With a questioning mindset and commitment to continuous improvement, you'll be keen to develop the quality of your team's output.
- You'll be able to work quickly across a wide range of tasks, sometimes under pressure. Attention to detail will be second nature, with the need for accuracy clearly understood.

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- Able to communicate key financial information both in writing and verbally to non-finance personnel at senior manager and executive level, you'll also understand of the need to balance commerciality with our Co-operative values and principles.
- You should demonstrate an ongoing commitment to personal learning and development and encourage that in those around you.

### **Disclaimer**

Some roles within our co-op may require licence checks (e.g. DBS, other security checks) – you'll be advised if this is the case for your particular role.

Candidates for this role must be either qualified or working towards an Accountancy qualification (ACA, CIMA, ACCA).

This is a hybrid-working position which will require you to balance time in our office and working from home, the arrangements of which will be discussed at Interview.

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.