



Management Accountant

Department: Finance
Reporting to: Financial Controller
Accountant

Site: Lincoln
Key Reports: Assistant Management
Accountant and Purchase
Ledger Clerk

Role Summary

The management accountant is an integral part of the finance function, responsible for the production of financial information for both internal and external usage.

Key Responsibilities and Tasks

All job holders need to demonstrate, understand and implement the company values within their roles.

People

- Co-ordination of monthly project and service reviews and responsibility for the production and distribution of meeting information.
- Build relationships with sales teams and PL holders to ensure that order intake is accurately recorded to assist with the forecasting process.
- First point of contact for all payroll related queries.
- Management and personal development of Assistant Management Accountant and Purchase Ledger Clerk.

Process

- Production of monthly management accounts within given deadlines.
- Assist with the preparation of the monthly board report.
- Maintenance of weekly sales order book.
- Production of job costing reports for review and analysis purposes.
- Review of monthly overhead reports and job costing information produced by the Assistant Accountant.



- Review of margin reporting and associated commentary.
- Update monthly sales expectations and maintain an accurate revenue forecast.
- Assist with the collation of information for the annual statutory audit.
- Review and submit monthly royalty statement to relevant third party.
- Any other ad-hoc duties as required by the business.

Delivery

- Responsible for producing the monthly finance reporting pack and supplementary reports.
- Responsible for preparation and submission of monthly payroll.
- Responsible for monthly pension submission to relevant provider.
- Responsible for preparation and review of monthly balance sheet reconciliation.
- Responsible for distributing the weekly KPI report to the senior management team.

Required Skills

Education and Experience

- Ideally qualified ACA/ACCA/CIMA.
- 2 years accounts experience (desirable).
- Excellent knowledge of Excel.
- Direct line management experience.

Skills (capabilities & qualities)

- Strong interpersonal skills and experience of dealing with people at all levels.
- Ability to work under pressure.
- Excellent time management skills
- Excellent communication skills.
- Strong capability with Microsoft office and other software.
- Experience of reporting to tight deadlines.
- Ability to work on own initiative.
- High level of attention to detail.
- Team player.
- Good technical accounting knowledge (desirable).

Version Date

15th March 2021