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| **JOB DESCRIPTION** | |
| **JOB TITLE:** **Management Accountant** | |
| **Reports to: Finance Business Partner** | |
| **Band:** | |
| **1.** | **MAIN PURPOSE OF JOB**  To support the Finance Business Partner by ensuring financial control is maintained for Teckal and Commercial business segments.    Responsible for the financial administration and production of the management accounts for these operations, being an integral part of the operation.  This includes ensuring that:-  Teckal and Commercial operations are monitored and operate to a set of agreed SLAs.  Balance Sheet controls are monitored and maintained, and support is provided for key elements.  The role requires a proactive approach, working with various internal stakeholders to ensure tight financial controls are applied across the business, as well as having positive personal motivation to work and use initiative independently. |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** |
| i | To support the Finance Business Partner in maintaining financial control for all business segments.  Involvement in varying projects and their implementation. |
| ii | To ensure that the controls, systems and SLAs agreed for the business are operated to.  Ensure the systems and controls are constantly monitored for effectiveness identifying any new area of weakness, and changes proposed and championed.  Best practice is sought out and areas of potential inefficiency are identified, reviewed and changes proposed.  Co-ordinate the close working of the finance team with the site administrators.  Issues with the business that cannot be resolved by the team are resolved or escalated as necessary. |
| iii | Production of management accounts and budgets for the Teckal and Commercial business operations.  Work closely with the HWRC Administrator to ensure timely processing of transactions and the Commercial team to ensure the charges and rebates are passed to the client in a timely and accurate manner.  Production of any financial reporting required by the client. |
| iv | Support the Finance Business Partner in ensuring that Net Revenues, Management accounts and Board report packs are produced to agreed timescales for review. |
| v | Balance Sheet controls are monitored and maintained, this includes the preparation / review of a file of balance sheet reconciliations for each segment each period. |
| vi | Monitoring and maintenance of Teckal tonnage models to ensure accurate reporting of revenues and costs to individual segment cost centres. |
| vii | Support of the production of Year End and auditor information. |
| viii | Production of key business metrics from PowerBi. |
| Ix | Support of the commercial administration as required. |
| x | Maintain PurGo (the key operational system) ensuring agreements and process are correctly set up and operated to.  Update of rebate information as necessary.  Import on-mass of HWRC transactions using available systems. |
| xi | Any other duties as and when required. |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE** |
| Direct Reports: --  Indirect Reports: -- |
| **4.** | **CONTACTS & RELATIONSHIPS**  **Internal:**  Finance Business Partner, Finance Manager, Head of Finance and the Exec Team  Finance Team leader and Management Accountants  Finance Team  Site Administrators / Transport team |
|  | **External:**  NYCC, CYC and Districts  3rd Party Suppliers  Auditors |
| **5.** | **QUALIFICATIONS, KNOWLEDGE & SKILLS**   * **Qualifications**   Essential:   1. Progressing with AAT and/or actively studying towards a recognised accountancy qualification (CIMA, ACA, ACCA)   Desirable:   1. Knowledge of PurGo and PowerBi applications  * **Knowledge**   Essential:   1. Experience of Finance operations. 2. Production of balance sheet reconciliations. 3. Experience of a modern financial system, (Sage 200 would be an advantage)   Desirable:   1. Production of management accounts  * **Skills**   Essential:   1. MS Office including advanced Excel. 2. Highly numerate with a close attention to detail. 3. Proactive approach, with the ability to evaluate numbers against reality.   Desirable:   1. Experience of PurGo and PowerBi applications. |