



CARNIVAL UK

Job Description

Job Title : Assistant Management Accountant, Fleet Services -
Carnival UK

Department : Fleet Services Finance

Job Reference :

Job Section :

Reporting to (Job Title) : Accounting Manager - Fleet Services, Carnival UK

No of Direct Reports : 0

Titles of Direct Reports:

Size of Department: 7 – Fleet Services

Budget Responsibility : None

Revenue Responsibility : None

Date of issue: July 2016

Issued by (name): Peter Cook



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Overall Purpose of Role:

The primary objective of this role is to ensure accuracy and integrity of the financial records for business areas supported by Fleet Services Finance.

Develop strong working relationships with business colleagues based on collaboration and an ability to provide support and challenge.

Clearly communicate financial information to finance and non-finance colleagues.

Main Areas of Responsibility:

- Adherence to monthly timetables, with monitoring of monthly control KPI's.
- Timely, accurate preparation of journals and balance sheet reconciliations.
- Monthly variance analysis commentary as specified by Financial Control Team.
- Analysis, review and presentation of financial information to accounting manager and business stakeholders.
- Produce standard month end reporting, lead initial reviews with the business and agree draft commentary.
- Produce weekly operational performance tracker.
- Perform Taxes Fees & Port Expense (TF&PE) process checks for North American passenger recovery calculations and process TF&PE quarterly payments.
- Co-ordinate and produce Balanced Business Score Card (BBSC) to support operational performance.
- Monitor adherence to processes and operations of SOX and other internal controls and produce regular reports with appropriate and timely escalation.
- Maintain accurate and clear documentation of key processes performed by the role
- Provision of cover for other members of the team and adhoc responsibilities as required by the Accounting Manager.

HESS Responsibilities

- Lead by example by taking care of the health and safety of yourself and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager/supervisor/team leader
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Expert's as required to review and approve ship risk assessments



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- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our Elev8 safety behaviours

General

- Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employees control (list not exhaustive); Working with the business to develop business (and financial) process
- To undertake ad hoc duties as requested by the Accounting Manager - Fleet Services to support the other activities of the department or wider finance function as may be required.

Other Features of Job (travel, hours of work, working conditions etc):

- The role is office-based but occasional travel within the UK and abroad may also be required.
- The jobholder may be required to work irregular, longer hours around month end in order to meet deadlines
- Normal hours are 09:00 – 17:00, Monday to Friday

Location: Southampton Office

Education, Qualifications and Training

Essential:

- Part qualified ACCA/CIMA or equivalent
- Strong written and oral presentation skills
- High level of technical competence in Microsoft Excel

Desirable:

- Technical competence in Microsoft Access
- Enterprise Reporting Systems (Oracle/Hyperion/OBIEE)

Knowledge & Skill

People

Influencing

- Knows their specialist subject matter and raises awareness of issues with line manager and challenges status quo.
- Plans how to approach situations e.g. meetings, to make change happen.
- Understands the issue and their own point of view and influences peers to make changes to behaviours.

Relationships

- Builds effective transactional relationships with customers. Develops relationships that are based on openness, trust and honesty.
- Recognises when a relationship is strained and takes action to improve.
- Treats people with respect and is able to remain calm in pressured situations. Knows when to escalate.

People & Personal Development

- Aware of own skills and knowledge gaps, identifies and addresses personal development requirements.
- Looks for ways to continuously develop themselves.
- Effectively passes on knowledge and skills when requested.

Communication

- Communicates information clearly to specialist and non-specialist audiences.
- Gives timely, concise and clear communication, with appropriate tone.
- Explains basic issues in a clear and concise way.
- Handles questions openly.

Process

Process Documentation & Efficiency

- Understands and articulates how a particular process fits within the end to end process and impact on wider business.
- Documents end to end processes in a way that people without specific knowledge can easily follow.
- Uses key systems effectively, supports other users and applies knowledge to derive process efficiencies.
- Understands what good looks like through knowledge of effective and efficient processes and identifies process efficiencies.

Problem Solving

- Uses existing controls to recognise problems and escalates to management accordingly.
- Knows alternative systems and processes relevant to role.
- Provides recommendations in clear, appropriate manner.
- Understands customer needs.

Project Management

- Follows project management principles, uses appropriate tools, has good attention to detail and focuses on delivery.
- Understands the project brief and is aware of project timeline, milestones and priority.
- Contributes effectively to project teams.

Management

Planning & Prioritising

- Knows team tasks and goals, and what the team is doing.
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- Plans and prioritises resources to ensure delivery of near term goals.
 - Understands how team impacts on other areas of Finance.
 - Plans and organises own time effectively – hits deadlines.

Leading Change

- Supports & reassures team through effective communication of the change and benefits.
- Understands the change, its implications and impact on individuals and workload.
- Displays positive commitment to success of change.

Commercial Awareness

- Has experience of working in a business environment and basic knowledge of the travel & tourism industry.
- Understands business processes and planning models e.g. budgeting.
- Knows specific elements of the business relevant to own role. Understands internal and external customer needs relevant to area.
- Knows company strategy and targets.

Finance

Business Analysis & Performance Insight

- Knows information / reports produced in other areas, uses these effectively and avoids duplication of effort.
- Understands tools and techniques and uses these to analyse and interpret data effectively.
- Provides relevant information to support business decision making.
- Understands cruise industry specific measures (KPI's) and corporate measures e.g. ROIC.

Financial Analysis

- Possesses intermediate / advanced Excel and other analytical tool skills e.g. pivot tables, SUMIF, advanced graphs, macros.
- Understands and applies financial management techniques appropriate to role e.g. variance analysis, standard costing, budgetary control, trend analysis, DCF / NPV.
- Translates financial data into clear management information / recommendations and communicates the information effectively.
- Identifies the need for analysis and initiates appropriate response to that need. Produces analysis linked to business priorities.

Accounting

- Understands and applies accounting principles, standards and policies and knows where to source these. Recognises and takes action when accounting standards are not adhered to.
- Understands accounting systems and the linkages to operating systems and makes effective use of both.
- Knows specialist principles and processes pertinent to role (e.g. tax, treasury, legal).
- Appreciates and applies the concept of materiality.

Control

- Ensures controls (including SOX) are effective, operating and recorded accurately. Manages internal and external audit processes for their area.
- Reacts appropriately to control breakdowns (quantifies, communicates, rectifies). Identifies control weaknesses and recommends improvements.
- Reviews and maintains accurate process and control documentation.
- Understands and applies auditing techniques. Delivers training/coaching of controls application to others.