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Plymouth Community Homes

JOB DESCRIPTION

POSITION: Management Accountant

RESPONSIBLE TO: Lead Management Accountant

LOCATION: Within the company's operational area

SUMMARY OF ROLE

To provide business support to the Chief Management Accountant and Lead Management Accountant/s in delivering excellent financial management and operational information to departmental managers and budget holders across the association in order for PCH to achieve its objectives.

To make a positive contribution towards the achievement of the finance, productivity and performance objectives, to contribute to the development of systems and working practices, to improve financial management, internal controls and reporting.

To ensure management operations are supported by the timely and accurate provision of financial, performance and productivity information.

KEY TASKS

- To provide effective financial, statistical support to managers and their staff, and to ensure continuing compliance with Statutory and Corporate policies and regulations.
- To provide accurate financial information for budget preparation and business planning, and to support management in the monitoring of monthly management accounts and productivity performance. Including the preparation of accruals and prepayments and provide analysis and reconciliations.
- To assist in the preparation of reports / documents and associated presentation material to internal and external bodies where required. To attend meetings and represent the service as required. Including deputising for Lead Management Accountant.
- Provide advice and guidance on established internal policies and external regulations relating to area of responsibility.
- Take part in tender evaluation process and monitor where required.

- Contribute to the development of systems and amendment of policies and procedures within Plymouth Community Homes.
- To maintain and promote a high level of customer service at all times, to both internal and external customers.
- To prepare accurate management accounts and budgets in accordance with the agreed timetable and format.
- To ensure management operations are supported with accurate and timely financial, performance and productivity information relating to the business area as required.
- To collate and review value for money exercises, efficiency indicators and benchmarking. Ensure timely completion of data.
- To assist with the development of the team, including supervision of tasks and training other members of the management accountancy team
- Provide ad-hoc information and reports as required

Plymouth Community Homes
PERSON SPECIFICATION
Management Accountant

Requirement	Essential	Desirable
Experience	<p>Considerable experience of financial and management accounting including monitoring and budgeting etc.</p> <p>Experience in financial budget planning and forecasting in a business environment.</p> <p>Ability to monitor and analyse productivity of the business areas of the department.</p> <p>Excellent IT skills.</p> <p>Experience of providing financial advice to budget holders and other relevant staff.</p>	<p>Experience in pricing/reviewing contracts and tenders.</p> <p>Experience in general management.</p> <p>Experience of introducing systems and their development.</p> <p>Experience / understanding of procurement and stock control systems.</p> <p>Experience of drafting reports, analysing alternative options and presenting financial impact to Senior Managers.</p> <p>Experience/understanding of analysing and reporting on Schedule of Rates</p>
Knowledge	<p>An understanding and ability to carry out ways of monitoring business performance utilising non-financial measures.</p> <p>Knowledge of appraisal techniques.</p> <p>An understanding of computerised Financial Management Systems.</p> <p>Good knowledge of management accounting techniques.</p> <p>Sound knowledge of double entry bookkeeping.</p> <p>Understanding and commitment to the principles of Equality & Diversity.</p>	<p>Knowledge of Open financial systems.</p> <p>Knowledge of Housing Association finance.</p> <p>Sound knowledge of the principles of VAT and understanding of VAT shelter principles.</p>
Skills / Abilities	<p>Ability to analyse data and information from multiple sources.</p>	

	<p>Ability to challenge constructively and provide solutions to challenges.</p> <p>Ability to work under pressure to achieve personal and team goals and prioritise tasks to meet conflicting deadlines.,</p> <p>Excellent level of IT skills including Internet, E-mail, Word processing, spreadsheets and financial accounting packages</p> <p>Ability to train and supervise staff, including preparation of training documentation.</p> <p>Flexible approach to all aspects of service delivery and ability to work flexibly on his/her own and as part of a team.</p> <p>Positive and flexible approach to change.</p> <p>Good verbal and written communication skills, including presentational skills. Ability to communicate effectively and deal efficiently with difficult situations.</p> <p>Ability to work as part of a team and focus on a friendly open team climate. Including internal and external clients.</p> <p>Ability to communicate effectively and deal efficiently with difficult situations.</p> <p>Good organisational skills.</p> <p>Contribute to business planning and service delivery.</p> <p>Ability to maintain a flexible and responsive approach.</p> <p>Willingness to participate positively</p>	
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	<p>regarding change within the organisation.</p> <p>Ability to keep up with changes in relevant accreditations and statutory requirements.</p> <p>Actively improves personal performance and encourages improvement in team.</p> <p>Is accurate, numerate and posses the ability to process information promptly.</p> <p>Ability to work with confidential and sensitive information. Ability to work within Company Policies and has a good understanding of equal opportunity issues.</p>	
Qualifications	Part qualified accountant, or actively studying / qualified AAT or equivalent understanding gained through experience, or equivalent.	AAT qualified or equivalent
Physical Requirements	None.	

Note: PCH is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties, of its jobs.

GENERAL RESPONSIBILITIES

1. Confidentiality

The post holder must maintain confidentiality of information about staff and residents and Plymouth Community Homes and Plymouth Community Homes Manufacturing Services Ltd (hereinafter referred to as PCH) business and be aware of the Data Protection Act 1998.

2. Standards of Business Conduct

PCH expect all employees to maintain the highest standards of personal and business conduct at all times. The handbook sets out the PCH expectations under sections: Code of

Conduct and Declaration of Interests, copies are available from the Human Resources Department at Plumer House.

3. Health & Safety

The post holder should be aware of the responsibility placed on employees under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment.

4. Equality & Diversity

PCH is opposed to direct and indirect discrimination and aims to promote equal opportunities. Any employee of PCH is required to treat all colleagues, customers, stakeholders and partners equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

All employees must abide by these principles and comply with PCH policies and strategies in support of these principles which may be issued from time to time by PCH.

5. Training and Development

To attend appropriate training courses and supervision meetings as required.

6. Communication

To attend staff and team meetings.

7. Risk Management

Consider and follow the PCH Risk Management processes when participating in service planning and delivery.

PURPOSE OF A JOB DESCRIPTION

This is a description of the job as it is presently constituted. Job descriptions are reviewed and updated when considered necessary to reflect any changes to the job being done and to incorporate changes. Employees will be consulted on any changes in their job description in a meeting with their line manager. If agreement is not possible PCH reserves the right to insist on changes by adding to, taking away or substituting duties; provided that in doing so we do not change the fundamental nature of the post.