

## Job Description

### Position Details

<b>Position:</b> Management Accountant	<b>Department:</b> Finance	<b>Reporting to:</b> Financial Controller
<b>Salary:</b> TBD	<b>Contract:</b> Full time	<b>Hours per week:</b> 40 Hours

#### Overall Objective:

The management accountant will play a vital role in improving and maintaining the financial standing of our companies. The ideal candidate will help determine financial strategy and policy, arranging the appropriate funding and managing financial risks in the organization.

The management accountant will ensure our companies have the cash and liquidity to meet its obligations. The management accountant will be an official point of contact for all financial matters relating to the Hotel and Trust areas of our business.

#### Principal Accountabilities

- Produce month end management accounts, ready for review with FC/FD
- Direct reporting to operating business leads regarding performance and forecasts
- Review purchase order log and ensure all accruals are accurately accounted
- Fixed asset accounting including depreciation & amortisation in line with group policy or contract
- Support with annual and quarterly budget and forecast cycles
- Oversee cashing up after any event (incl. Football, Arena & Hotel) & report revenues in timely manner
- Complete bank reconciliations
- Review and challenge expenditure on a timely basis
- Collate, track and log all quarterly / annual contracted supplier invoices to ensure correct prepaid / accrued costs are included
- Assist department heads with billing queries (C&E, Commercial & Reservations)

#### Skills & Knowledge

##### Essential

- Studying towards or part qualified in a professional qualification (ACA/ACCA/CIMA)
- Must be able and willing to take a proactive approach to workload, with the attitude of “rolling their sleeves up” and completing tasks, without always having set procedures and processes
- Must be able and willing to adapt workload to daily demands, and enjoy a varying workload which will differ from day to day
- Experience of producing or being heavily involved in the production of management accounts is essential
- Must possess significant computer knowledge and have experience with accounting software, using multiple systems and be a proficient excel user
- Be open minded to change and business improvement
- Calm and professional attitude to work under pressure
- Excellent communication skills
- Excellent organizational skills

	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Prior knowledge of Microsoft Dynamics GP</li> <li>• Prior experience in Hospitality, Leisure or Football industry</li> <li>• Analytical skills</li> </ul>
<b>Reference:</b>	<b>Closing Date: 21<sup>st</sup> August 2020</b>

### Behavioural Indicators

Analytical Thinking	<p>Links together previously disparate pieces of information. Understand the key issue that is unpinning a situation, picks out what is important to move things on. Can produce a list of key findings to an issue or problem and use information to support a decision. Can identify the consequences of actions and consider any potential opportunities lost by following a particular route. Will search for data in places that are not immediately obvious.</p>
Planning & Prioritisation	<p>Knows and communicates what results are needed for next month / quarter goals. Breaks down long term goals and sets direct reports objectives to achieve. Identifies and secures resource to deliver agreed business goals. Set's up project governance to manage large tasks where others are involved. Setting milestones and regular reviews.</p>
Developing others	<p>Gives specific constructive feedback to support individual's personal development and learning. Addresses poor performance using behavioural feedback. Expresses positive expectations of individuals future performance based on accurate assessment of strengths &amp; weakness and areas for development. Develops staff by coaching and training. Ensuring any training received is embedded back in the workplace.</p>
Skilful Conversations	<p>Tailors information to audience and setting to ensure maximum understanding. Clearly communicates new strategy or change programmes and impact on individuals concerned. Provides clear, specific feedback to colleagues. Organises regular meetings with reports, peers, line manager and stakeholders to ensure free flow of information. PDR reviews both formal and informal are given high priority to ensure employees remain engaged in the process.</p>
Leading a team	<p>Promotes team morale and productivity, celebrates successes Delegates challenging work to develop team – putting in place relevant support mechanisms. Is able to translate business objectives into performance objectives for team. Can articulate business goals and values to team in an understandable way.</p>

Impact and influence	<p>Considers the best style to use for different people, audiences and situations. Knows how to reinforce messages effectively.</p> <p>Considers the best way to influence people i.e. what is important to them, motivators etc.,</p> <p>Involves colleagues / stakeholders to add weight when presenting a case.</p> <p>Networks / build relationships in order to influence others.</p>
Functional Skills	<p>Has internal / external qualifications required to carry out the role.</p> <p>Proactively seeks self-development opportunities, presents business case to secure funding.</p> <p>Takes time out of work to learn new skills/knowledge</p> <p>Has experience in a specialist activity i.e. Change / Start-up / M&amp;A</p>
Communication	<p>Can adapt presentation style to suit audience, ensuring impact of message</p> <p>Is comfortable chairing meetings, sticking to agenda and achieving objectives set.</p> <p>Flex's facilitation skills in formal / information situations</p> <p>Prepares effectively for meetings taking into account audience and complexity of message</p> <p>Is able to draft proposals, discussion documents, operational plans &amp; budgets.</p>
Respect for Others	<p>Actively listens, observes body language, eye contact to gain awareness of others concerns, thoughts or feelings.</p> <p>Is tuned in to people's feelings and emotions not just what they say.</p> <p>Presents a balanced view about different individuals or groups when asked for opinions.</p> <p>Demonstrates awareness of different cultural or interest groups.</p> <p>Shows sensitivity and patience with others anxieties.</p>
Integrity & Trust	<p>Supports an open working environment where people are encouraged to give and receive feedback.</p> <p>Recognises own limitations and will openly admit to ensure any potential risk is mitigated.</p> <p>Treats others equally and consistently.</p>
Confidence and commitment	<p>Is polite and constructive when publicly challenging a point of view i.e. asking relevant questions etc., even with more senior colleagues.</p> <p>Accepts responsibility/accountability for decisions and outcomes.</p> <p>Appears calm &amp; confident in high profile/risk situations.</p>
Process management	<p>Is comfortable with multiple linked processes that impact people, resource &amp; activities.</p> <p>Can breakdown complex processes into component parts and identify improvements.</p> <p>Ensures efficient use of resource ensuring business objectives are achieved at minimum cost</p>