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| **Role title:** | Assistant Management Accountant | **Responsible to:** | Financial Reporting Manager |
| **Division:** | Finance | **Department:** | Finance |
| **Direct Reports and Level:** | No direct reports | **Scope:** | MPS Group |
| **Scale:** | N/A |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core 1 | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** |
| The Assistant Management Accountant will play an active role in the Finance division, providing comprehensive and efficient internal reporting and Management Information to the business to support financial decisions across the Group. The role will support the development of new reporting for the Group, with multiple P&Ls and Balance Sheets for different regions as well as different entities. The role will work closely with the Financial Planning & Performance team to provide accurate and relevant analysis of actual results against Plan.  As well as the core responsibilities around internal reporting, this role will support with Planning preparations, including the production of the annual and extended budgets and regular forecasts. This role will work closely with the Finance Business Partner team on business-finance issues and will be a key part of the Financial Reporting & Control team, supporting the enhancement of the financial control framework, completion of month end processes, such as management recharges, deferred income calculations and debtor reporting. During year end, it is expected that this role will play a significant part in delivering information to the external auditors, in a timely manner. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational**   * Support the delivery of internal reporting and management information in line with internal governance requirements. * Support the delivery of the Finance strategy to plan, cost and quality. * Support the production and delivery of Executive level reporting, within the appropriate timescales. * Support the financial accounting processes across the organisation, ensuring timely processing and completion in line with established governance timeframes. * Support the production of the Group Plan, as required, by providing detailed and relevant management information on Actual results, ensuring timely processing, and completion, in line with governance timeframes. | * Corporate strategic priorities Vs Plan * Division Plan delivery Vs Plan * Delivery of projects to Plan * Reporting delivery Vs Plan * Stakeholder feedback |

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| **Financial**   * Support the production of metrics from organisational data sources, to inform business decisions, and actions, which result in a measurable improvement in business performance and trends. * Manage Group Planning tasks, in accordance with policy and ensure valid business justifications are provided in line with business requirements. * Ensure that all spend is managed within organisation policy, reporting on variances to Plan directly to the Finance Leadership team. | * Executive reporting delivery to Plan * Operational budget Vs plan |
| **Member**   * Monitor emerging Finance risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group. * Provide support to the Finance division to ensure fair treatment and outcomes for colleagues and the organisation ensuring compliance with associated policies. | * Net promoter score * Policy compliance audit results |
| **People**   * Take personal accountability for own training, competence, performance and engagement of self and colleagues, ensuring clarity on own accountabilities and comply with all governance, policy standards and processes. | * Delivery of Personal Development Plan to Plan * One-to-one / performance review meetings Vs Plan |
| **Risk**   * Contribute to an environment where all colleagues in Finance recognise the importance of risk identification and risk management. * Identify and report risks and issues identified within Finance, and across the business, to enable resolution and mitigation of potential impacts on the Group, members and colleagues.   Comply with applicable professional ethical guidance, external regulation and all relevant internal policy and procedures, including those relating to Health & Safety, Data Protection and IT Security. | * Risk & Control Self-Assessments * Audit actions |

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| **Responsibilities (RACI)** |
| * Working with the Head of Group Financial Reporting & Controls, the Financial Planning and Performance team and other key members of the Finance division, to improve and develop internal reporting. * Supporting the delivery of ad-hoc Management Information requests to assist business leaders to make informed decisions. * Working with the Financial Planning and Performance team, and other stakeholders, to assist the development of the Planning process, including use of relevant software. * Hands-on support to the Finance Business Partners and Operational Finance teams to ensure transactions are correctly treated and accurately recorded. * Supporting the financial year end process, liaising with stakeholders within the external audit team and the wider business, where appropriate. * Working with the wider Finance division to ensure that reporting requirements, both internally and externally, and deadlines, are met. * Undertaking other duties and tasks that from time–to-time may be allocated to the role holder that are appropriate to the level or role. |

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| **Key Governance Responsibilities** | |
| * Support the delivery of performance-related information for inclusion in reporting packs to the Executive Committee and to the Management Oversight Committee. | |
| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others |  |
| Influencing Others |  |
| Collaborating for Results |  |
| Leading Self and Others |  |
| Commercial and Risk Thinking |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Part qualified ACCA, CIMA, ACA, or an appropriate degree. | * Highly numerate * Excellent attention to detail * Excellent written communication skills * Good I.T. skills including a strong working knowledge of Word, Excel, Outlook and Powerpoint * Strong analytical skills * Strong inter-personal skills * Excellent presentation skills to accommodate various stakeholders. | * Working in a similar role as part of a finance team * Management reporting including presentations to stakeholders and senior managers * Preparation of regular management accounts with an ability to identify and resolve accounting transaction queries * Preparation of statutory financial statements under UK Financial reporting and IFRS for SMEs * Preparation of budgets * Involvement in the improvement of systems and/or processes. |
| **Desirable** | * Operating within a service industry. | * Unit4 - CODA (Financials). | * Use of a financial planning software to deliver internal management information * Accounting for investments. |