

Job Title	Management Accountant
Division/Location	Finance – Fifers Lane, Norwich
Reporting to	Finance Business Partner / Change Manager
Weekly Hours	37
Grade/Salary	Depending on Experience

Job Description	
The Role:	
<p>Covering all aspects of management accounting, being additional support across the business during time of change. The role will not be the same every month and requires an individual who can work across different teams / contracts.</p> <p>The Management Accountant (MA) will undertake preparing the initial management accounts, supporting the Finance Business Partner/Change Manager and conducting any analysis required by the business.</p> <p>Reporting to the Finance Business Partner, the MA will work predominately with the Transactional teams (Finance HR & Payroll) as well as the operational business where required , supporting the analysis/bridge of operational to financial information – including but not limited to payroll costs– components, FTE and hours.</p>	
Main Responsibilities:	
<ul style="list-style-type: none"> • Preparing initial management accounts ensuring coding from system driven information is clearly captured, posted correctly, and presented clearly, enabling a review of the results. • Making detailed schedules supporting balance sheet (prepayments, accruals, etc) and preparing balance sheet reconciliations. • Assisting with the compilation of operational data (staff hours, etc) supporting interpretation of the accounts. • Posting and preparing journals. • Reconciling intercompany transactions. • Creating detailed analysis for the forecasts & budgets as required by the FBP . • Preparing a breakdown of cost base and income to the extent possible from analysis . • Providing detail/evidence or ad-hoc analysis to auditors as and when requested • Utilising background knowledge and awareness of Corporation Tax and VAT to advise business units as applicable. • Working with the process and transactional teams to provide specific analysis or tasks , as required by the FBP . 	
Other Duties	
<p>The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:</p> <ul style="list-style-type: none"> • Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required. • Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards. • Demonstrating personal commitment to the Norse Way CSR Strategy. 	

Approval/Review Date			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	AAT Qualified, working towards ACCA (or equivalent) qualification.	Essential	AF / I
	Knowledge / Understanding of Corporation Tax & VAT .	Essential	AF / I
Experience	Proven experience within a previous management accountant role .	Essential	AF / I
	Experience preparing management accounts and balance sheet schedules periodically in a commercial environment.	Essential	AF / I
Skills/Abilities	Ability to quickly and effectively understand instructions regarding tasks and provide requested outcomes.	Essential	I
	Capable of identifying requirements for further information or data, with confidence to identify and gather from the right source.	Essential	I
	Excellent time management and organisational skills.	Essential	I
	Able to work to your own initiative, providing self-motivation on independent tasks.	Essential	I
	Ability to work effectively as part of a team, supporting colleagues at all levels where required to.	Essential	I
Other Requirements			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

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Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it

Approval/Review Date			
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Approved by HR Director:		Date :	