
JOB TITLE **Reporting Accountant**

REPORTING TO: **Management Accountant**

DIRECT REPORTS: **N/A**

JOB PURPOSE:

This is a new role for a recently qualified accountant that has been created due to the rapid expansion of the company following recent new investment and change of ownership. The individual will have responsibility for the company's monthly management accounts and reporting packs for the parent company and other finance providers. The role will work closely with the other senior members of the Finance team.

PRINCIPAL ACCOUNTABILITIES

- Timely and accurate preparation of monthly management accounts under IFRS and monthly Finance Update for Board
- Timely and accurate preparation of monthly returns for other finance providers
- Redesign monthly management accounts to incorporate trend analysis, cash flow and balance sheet reporting, actual v budget and actual v forecast performance
- Development and reporting of operational KPI's, with in depth understanding of each
- Ad-Hoc Reporting and Analysis
- Quarterly and Monthly Financial reports
- Work with auditors on Statutory Accounts
- Work with Analytics team on development of Business Intelligence Tools and Dashboard reports
- Work with Financial Planning & Analysis accountant on interpretation and incorporation of latest forecasts into monthly reporting
- Analyse complex financial information and reports to provide accurate and timely financial recommendations to management for decision making purposes

KEY PERFORMANCE INDICATORS

- Quality of work undertaken
- Knowledge of business and ability to work with other teams
- Working to deadlines
- Accuracy of written and verbal reporting to Line Manager(s)

Qualifications, Experience and Skills Criteria

CRITERIA	ESSENTIAL	DESIRABLE
General Education	<ul style="list-style-type: none"> GCSE's or equivalent 	<ul style="list-style-type: none"> A-Levels or degree
Previous Work Experience	<ul style="list-style-type: none"> Previous experience in a similar role 	
Specific Knowledge	<ul style="list-style-type: none"> Knowledge of IFRS Computer literate with advanced knowledge of excel 	<ul style="list-style-type: none"> Knowledge of Financial Services
Professional/Academic / Vocational Qualifications	<ul style="list-style-type: none"> Recently qualified Accountant (ACA, ACCA, CIMA) 	
Specific Skills	<ul style="list-style-type: none"> Highly numeric, strong analytical skills Advanced level spreadsheet skills and PC literacy Strong academic record Strong written reporting skills Confident communication skills Good commercial acumen Drive to continually improve processes and seek new challenges Ability to work well under pressure, working accurately with attention to detail, and meeting deadlines Ability to be flexible 	
Demonstrated Behaviours	<ul style="list-style-type: none"> Works well independently and as part of a team Looks beyond finance function, willingness to work across all departments Shares knowledge and ideas Challenges preconceived ideas and norm Contributes to a positive team spirit Is enthusiastic and willing to learn and develop Motivate self and others Respects confidentiality of information Works within the ISO Quality framework & in line with company policies Works at all times within CSA, FCA, ICO & all other Regulatory Rules & Guidelines 	
Specialist Requirements	Detailed above	

I can confirm I have read and understand the Job Description.

NAME:.....DATE:.....

SIGNATURE:.....