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|----------------------------|-----------------------|
| <b>Role Title</b>          | Management Accountant |
| <b>Reports to</b>          | Head of SSC Finance   |
| <b>Directly Supervises</b> | Two roles             |
| <b>Total team size</b>     | 4                     |

**Role Purpose**

Reporting to the SSC Head of Finance (HoF), the purpose of the role is to manage the Financial and Management Accounts for the IT SSC (Shared Service Centre). Working with the HoF, in order to effectively manage the IT SSC financials and ensure costs are tightly controlled and our customers are kept satisfied.

**Key Accountabilities:**

**Management Accounts**

- The provision of relevant, accurate and timely financial information to allow for optimal operational decision making with the HoF and IT SLT (Senior Leadership Team)
- Work and collaborate with HoF & budget holders to produce annual budgets and quarterly forecasts, including full balance sheet forecasts, within ABF timeframes,
- Reporting of the period end results to all external stakeholders including ABF Head Office
- Production of capital requests for head office approval and full capital expenditure budgets and forecasts as well as cash flow budgets
- Financial monitoring of projects carried out by the SSC on behalf of customers

**Financial Accounts**

- Ensure that there are robust financial management processes within the SSC
- Responsibility for the VAT returns
- Responsibility for EU Shipping controls and submissions
- The management of Year end submission files to head office
- Review and maintenance of the fixed asset register
- Maintain the SSC chart of accounts

**Controls**

- Full responsibility for the SSC financial controls including; Expenses, Purchase Ledger, Payroll, Sales Ledger, Supplier Management, Procurement and Project costing
- Reporting on SSC controls to ABF internal audit
- Reviewer & Preparer of Balance Sheet Reconciliations
- Approval of monthly payroll

**Recharges to ABF companies**

- The management of the business recharge mechanism
- Producing and sending sales invoices for the recharge model and for ad hoc project costs
- Investigating and resolving any queries on invoices

**Essential Skills, Knowledge & Experience:**

**Formal Education & Certification**

- College diploma or university degree
- Qualified Accountant good current technical knowledge (CIMA,ACCA,ACA)
- 2+ years Post-Qualified experience

**Knowledge & Experience**

- Strong Excel knowledge and application
- Strong process development and improvement

**Personal Attributes**

- Strong interpersonal, written, and oral communication skills
- Ability to make sound and logical judgments
- Ability to prioritise and execute tasks in a high-pressure environment and make sound decisions
- Highly self-motivated and directed
- Keen attention to detail
- Proven analytical and problem-solving abilities
- Strong customer service orientation
- Experience working in a team-oriented, collaborative environment

**Desirable Skills, Knowledge & Experience:**

- Power BI experience
- Microsoft AX ERP system experience
- Experience of ERP System migration

**Other requirements of the role:**

**Admin and office management**

- Manage the purchase ledger and payroll functions
- Manage supplier set-up process
- Act as SSC ABC (Anti-Bribery & Corruption) Officer