

**JOB PROFILE: Senior Management Accountant**

**RESPONSIBLE TO:** Head of Finance

**PURPOSE:** Management of a small team who are responsible for:

* Production of monthly management accounts.
* Year-end reporting and preparation of the annual financial statements.
* Undertake financial appraisals of new projects and development schemes.
* Regularly undertaking financial reviews of existing services to achieve continuous improvement and value for money.
* Co-ordination of annual budgeting process and maintaining a rolling forecast.
* Calculation, analysis and reporting of service charges and costs.
* Reporting on key performance indicators.
* Statutory reporting to regulatory bodies e.g. VAT return, funders’ return.
* Provision of financial advice and support to operational managers.
* Maintaining a detailed cash flow forecast, used to support borrowing and investment decisions.
* Management of the fixed asset register with a value of £125 m

Take responsibility for identifying and managing risks related to your area of the business and put in place appropriate controls to ensure those risks are effectively mitigated.

To work within the Company’s Equality and Diversity Policy,

Health and Safety Policy, Customer Service and Performance Policies ensuring that these are complied with throughout all activities within the scope of this role to ensure the highest standards of customer care.

Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Company’s policies and procedures.

**KEY SKILLS AND EXPERIENCE:**

Be able to lead and motivate the team to provide a professional and high quality service to customers.

Deal promptly with poor performance, attitudes or behaviours inconsistent with the Company’s purpose, values and objectives.

Manage and coordinate staff to complete a combination of routine and project work.

Effectively manage time and ensure deadlines are met.

Analyse and interpret financial and non-financial information. Be able to explain financial data and trends to non-financial managers.

Make a positive contribution to the development of procedures and controls which ensure the integrity of data and safeguard Teign Housing’s income and assets.

Build and maintain effective relationships with customers, partners, stakeholders and funding bodies.

Show a high standard of integrity and professionalism, and to continuously promote the company’s policies and strategies.

**QUALIFIACTIONS:**

Professional accounting qualification (ACA, ACCA, CIMA)

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| No job profile can cover every issue, which may arise within the post at various times and the jobholder is expected to carry out other duties requested by the Head of Finance from time to time. |

Signed by Post Holder: …………………………………………………………………..

Print Name:…………….…………………………………………………………………..

Date: …………………………………………………………………………………………