

**JOB PROFILE: MANAGEMENT ACCOUNTANT**

**RESPONSIBLE TO:** Senior Management Accountant

**PURPOSE:**

 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.

**CONTACTS:** Daily contact with other Teign Housing staff, tenants and leaseholders. The post holder will build up good relationships with private, statutory and voluntary agencies and the local authority.

1. Preparation and review of the management accounts for allocated cost centres
2. Preparation and review of the management accounts for wholly owned subsidiary
3. Preparation of KPIs, Scorecards and other performance information.
4. Preparation of key reconciliations
5. Production of ad-hoc financial reports, as required
6. Production of other statutory financial reports including annual returns to the regulator and funders
7. Provide accounting support in respect of new property developments, both for revenue and capital costs
8. Assist in the preparation of the annual budget setting process
9. Provision of support and advice to operational managers, including analysis and performance reporting and day-to-day management of budgets.
10. Play a key role in the company’s year-end, including assisting in the preparation of statutory accounts and liaison with the external auditors.
11. Maintenance of the fixed assets register including reporting and reconciliations
12. Preparation of the group VAT return and accounting entries associated with this.
13. Assist in calculation and reconciliation of service charges.
14. Assist in annual calculation of leaseholder charges
15. Review, maintain and update the financial accounting package
16. Review systems and processes within the team, including those that link with other parts of the organisation, to improve efficiency and effectiveness. Devise and implement changes to streamline processes as appropriate.

|  |
| --- |
| 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 Senior Management Accountant and Head of Finance from time to time. |

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

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

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