

**JOB PROFILE: LEAD MANAGEMENT ACCOUNTANT**

**RESPONSIBLE TO:** Head of Finance

**PURPOSE:** To work within a small team, taking the lead on financial and statutory reporting.

Provide advice and direction for the management Accountant and the Trainee Management Accountant.

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.

**ROLES AND RESPONSIBILITIES:**

To take the lead on and oversee the following:

1. The annual external audit, be the main point of contact in the Company.
2. Preparation and review of the management accounts for allocated cost centres
3. Preparation and review of the management accounts for wholly owned subsidiary
4. Preparation of KPIs, Scorecards and other performance information.
5. Preparation of key reconciliations
6. Production of ad-hoc financial reports, as required
7. Production of other statutory financial reports including annual returns to the regulator and funders
8. Provide accounting support in respect of new property developments, both for revenue and capital costs
9. Take the lead in the preparation of the annual budget setting process
10. Provision of support and advice to operational managers, including analysis and performance reporting and day-to-day management of budgets.
11. Take the lead in the company’s year-end, including the preparation of statutory accounts.
12. Maintenance of the fixed assets register including reporting and reconciliations
13. Preparation of the group VAT return and accounting entries associated with this.
14. Take the lead in the calculation, correction and update of rent charges, including communicating directly with tenants and other stakeholders where appropriate
15. Assist in calculation and reconciliation of service charges.
16. Assist in annual calculation of leaseholder charges.
17. Review, maintain and update the financial accounting package
18. 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.

**Health and Safety Responsibilities**

1. Take responsibility for own Health & Safety and not to put others at risk.
2. To follow all guidance, policies and procedures associated with health and safety and ensure any risk assessments for this role have been read and understood.
3. To comply with all health and safety legislation and regulations associated with the role. If in doubt, contact the Health and Safety Team for help and support.

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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 line management from time to time. |

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

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

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