

nightingale hammerson

JOB DESCRIPTION

Post Title:		Senior Management Accountant	
Department:		Finance & IT Department	
Full Time:	Full time	Hours of Work:	Standard hours 37.5, Monday to Friday although occasionally additional hours required
Post holder Reports to:		Director of Finance & IT	
Accountable to:		Director of Finance & IT	
<p>Job Summary: With overall responsibility for ensuring the on-schedule delivery of management information across the organisation, the role will also lead on the annual audit and have day to day management responsibility for team members.</p> <p>Equal Opportunities Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Ensuring financial records of all entities within the organisation are kept up to date and maintained in line with regulatory and internal requirements • Preparation of management accounts on a monthly basis for Nightingale Hammerson and its subsidiaries in line with required reporting schedule • Acting as Business Partner for budget holders • Reconciliation of all material balance sheet accounts on a monthly basis • Preparation of monthly cashflow report and working capital requirement projection • Preparation of year end audit pack and leading the on-site visit • Day to day management of the management accounts team and assisting with training and development • Working with other members of the Finance Team to ensure that the team operates as a coherent whole • Authorising and submitting payments through the organisation's electronic banking channels in line with policy • Maintaining a list of approved suppliers in line with the organisation's Procurement Policy • Overall responsibility for all cash held in the office, ensuring insurance requirements are met • Any other tasks within the competencies of the post-holder as shall be required from time to time 			

PERSON SPECIFICATION

The requirements listed below are considered to either be **essential** to successfully undertake the duties and responsibilities of the post or are considered **desirable**.

Knowledge

- Recognised CCAB qualification or overseas equivalent, or part-qualified Essential

Experience

- Solid management accounting experience including Excel reporting Essential
- Experience of working within commercial organisation (up to £20K turnover) Essential
- Charity Experience Desirable

Skills and Abilities

- Methodical and accurate with excellent eye for detail Essential
- Excellent analytical skills with proven ability to identify and resolve issues Essential
- Proven Excel skills Essential
- Experience in communicating finance information to non-finance managers Essential
- Ability to deliver to deadlines Essential
- Willingness to work the hours needed to get the job done Essential