

JOB DESCRIPTION

Job Title: Management Accountant

Responsible to: Director of Finance and Resources

Responsibilities

The postholder will be responsible for the day-to-day operations of the organisation's finance activities. With appropriate proactivity and independence, the post will support the Director of Finance and Resources by maintaining accurate financial records and ensuring all financial and compliance requirements are met.

Finances

- Preparing accurate, timely and detailed management accounts, including cash flow forecasts
- Liaising with the Board's auditors and advisers to facilitate the annual external audit and any internal audit assignments which may be undertaken
- Ensuring that ARB's financial statements and other accounting records comply with the Government's requirements under FReM, and are presented to ARB's sponsoring government department, the Ministry of Housing, Communities and Local Government in line with agreed timescales
- Monitoring ARB's investment portfolio in liaison with the Board's investment broker, and facilitating an annual report to the Board
- Ensuring that ARB's financial policies and procedures documents are kept up to date and remain fit for purpose
- Supporting the budget-setting and budget-management process, including capital expenditure and depreciation
- Preparing and executing monthly payroll and payroll reconciliations
- Maintaining and monitoring ARB bank accounts and performing monthly bank reconciliations
- Maintaining the staff benevolent fund accounts to balance sheet level
- Maintaining good financial records including verifying, posting, allocating and filing financial transactions to a good standard
- Maintaining and balancing ledgers, reconciling bank accounts and supporting the preparation of financial schedules in line with sound bookkeeping and accounting procedures
- Processing of payments to our suppliers.

Other

- Other such relevant or related duties which may be required from time to time
- Working collaboratively and flexibly to assist within the office to meet demands of throughput of work across ARB.

Person Specification

Part 1

Knowledge, Skills & Experience

Essential

- Holding or working towards a CCAB (ICAEW, ACCA, CIPFA, ICAS and Chartered Accountants Ireland) qualification
- Demonstrable experience of working in a finance environment, including preparing management accounts, cash flow forecasts, banking reconciliations and supporting budget preparation
- Excellent understanding of financial accounting standards
- Experience of working in a corporate governance capacity
- Experience of cross-team working and working with internal and external colleagues and stakeholders
- Adept at developing and managing own projects.
- Experience of managing and handling confidential and sensitive information professionally and in accordance with GDPR
- Ability to take a flexible, adaptable approach and respond to shifting priorities and a rapidly evolving external environment
- Proven ability to work to deadlines and manage competing demands, using initiative to determine priorities and appropriately escalate issues
- Excellent communication skills (written and verbal) with an ability to deliver professional yet complex and challenging messages at a senior organisational level in an appropriate and professional way, and the ability to tailor written and spoken styles to the relevant audience
- Ability to build collaborative and productive relationships with senior leaders, executive and non-executive officers, and technical and operational experts at all organisational levels
- Excellent interpersonal skills, with the ability to act sensitively where there are different, sometimes divergent, viewpoints which must be respected to make progress
- Ability to operate independently as part of a small, hard-working team

Desirable

- Experience of a regulatory environment would be ideal but not essential.
- Knowledge of the Governments Finance Reporting Manual (FReM)
- Knowledge of International Financial Reporting Standards (IFRS)
- Preparing and executing a payroll

Part 2

Personal style and behaviour

- An approachable, enthusiastic team player
- Able to thrive managing a varied and challenging workload
- Committed to continuous personal development

- A high level of personal credibility, integrity and authority which generates trust and confidence
- Highly professional; acts with appropriate accountability and in line with the ARB values
- Demonstrates drive, enthusiasm, tenacity, determination, and resilience
- Results focused and solution-oriented
- Has developed a political awareness and sound judgement
- Excellent communicator who can bring external policy insight into the organisation

Core Competencies Required

We would expect all candidates to be able to demonstrate the following competencies:

Competence	Attributes
Understanding of the regulatory sector	<ul style="list-style-type: none"> • Demonstrates an understanding of the role and purpose of ARB • Demonstrates appropriate motivation for undertaking the role • Shows an awareness and application of the Seven Principles of Public Life
Understanding of Accounting standards and principles	<ul style="list-style-type: none"> • Demonstrates broad-based management accounting knowledge to analyse information and take a forward looking view of the financial performance across the whole organisation • Shows an understanding of the financial basis for future financial planning in terms of funding streams, operating costs, assets and liabilities.
Legal understanding	<ul style="list-style-type: none"> • Shows a strong understanding of principles of information assurance and data protection and their practical application, including advising colleagues on appropriate procedures
Personal Organisation	<ul style="list-style-type: none"> • Demonstrates strong organisational skills, to work effectively to deadlines and manage competing priorities • Manages workload with minimal managerial support, with the ability to react to changing and varied priorities across a range of concurrent projects • Shows strong accuracy and attention to detail • Uses IT and appropriate software effectively to successfully deliver the role • Aligns short, medium and long-term actions to deliver agreed outcomes
Service Delivery	<ul style="list-style-type: none"> • Contributes to a culture of continuous improvement • Manages unexpected events professionally and tactfully using initiative, while being aware of when it is appropriate to escalate and seek senior support

Values

ARB's organisational values were set by our staff team in 2018 and we look to its employees to demonstrate the following qualities:

Be Positive: Contribute to a positive environment for you, your colleagues and the users of our services

Be Brave: Be courageous and proactive in all that you do

Be Supportive & Honest: Demonstrate an open, co-operative and respectful attitude in all your exchanges to build effective working relationships which are built on trust

Be an Expert: Take ownership, grow and share your knowledge

Strive To Do Better: Set high standards for yourself and for ARB and always look for ways we can improve

Development & Awareness

All staff are required to develop themselves through training. They are also responsible, in conjunction with their Line Manager, for identifying any training and development needs.

This position may require the post holder to undertake travel across the UK, work unsociable hours on occasion, including some weekend and overnight stays.

Postholder:

Date:

Manager:

Date: