

JOB DESCRIPTION	
Job Title:	Assistant Management Accountant
Team:	Finance
Reports to:	Senior Finance Manager
Role Purpose:	To contribute to the delivery of the management accounts to a high standard with explanation and understanding of the key variances within specified areas of responsibilities.
Scope:	No Direct Reports
Accountabilities:	<ul style="list-style-type: none"> Analyse financial information to assist business profitability and growth Provide accurate and sound management reporting to assist with key decision making Produce month end journals Contributing to the preparation of management accounts Implementing process improvements Produce financial statements including P&L accounts, variance analysis and commentaries Ensure compliance with all financial regulations Review accounting processes and practices and improve where necessary to ensure efficient financial operations Involvement in the reconciliation of the balance sheet accounts Prepare monthly reconciliations for all accounts – shared between the team Production of relevant commercial analysis e.g. home by home costs analysis Supports Regional Directors and Home Managers with implementing processes and ensuring adherence to financial procedures Perform granular reviews of homes expenditure for significant line items
Specific Requirements:	Remote Home Working with meetings in Head Office

PERSON SPECIFICATION	
Knowledge:	<ul style="list-style-type: none"> Background in accounting
Skills and Experience:	<ul style="list-style-type: none"> Working towards the completion of an accounting qualification Critical thinking Problem solving skills Ability to work to strict timetables and deliver financial reporting in a timely manner
Competencies:	<ul style="list-style-type: none"> Attention to detail Corporate and Business Reporting Governance, Risk and Control Sustainable Management Accounting Ethical and professional behaviour