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| **Job title:** | Management Accountant |
| **Department:** | Finance |
| **Responsible to:** | Finance Manager |
| **Responsible for:** | NA |

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| **Job Purpose:** |
| Support the Finance Manager with the collation, input, presentation & analysis of data/information to be able to deliver the weekly reporting, management reporting & business planning process. |

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| **Main Duties and Responsibilities:** |
| 1. Accurate input of information into relevant systems to drive weekly reporting 2. Preparation of weekly sales & build reporting 3. Completion of the daily & weekly cashbook inc reconciliations & input to reporting system 4. Preparation of journals (inc recodes, accruals, prepayments) as outlined in the month end task list 5. Review of assigned profit & loss areas including investigating any anomalies, preparing journals & to explain the monthly movements to Finance Manager 6. Monthly reconciliation of assigned balance sheet accounts with supporting detail provided for review by Finance Manager 7. Rollover & preparation of month end reporting as outlined in the month end task list 8. Support to the RFM with collating data, inputting this into the business plan model & preparing reports for validation by Finance Manager 9. Preparation of cashflow receipt movements to support Finance Manager with cashflow management & projections 10. Processing of weekly legal completions inc reconciliation to ledgers/across systems to inform the month end position. Includes investigating and resolving differences with sales dept 11. Regular reconciliation of sales proceeding position & of house sale debtors 12. Key support to the Purchase Ledger Administrators with supplier reconciliations & tracking performance of invoices approved 13. Demonstrate understanding & compliance with appropriate manuals & guides 14. Undertake any ad-hoc tasks, reporting or analysis as and when required |
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| **Key Attributes** | Core:   * IT literate, specifically Excel and experience of working with accounting software packages * Excellent attention to detail * Excellent communication and interpersonal skills * Ability to work as part of a team and on own initiative |
| Desirable: |
| **Qualifications/**  **Experience** | Core:   * CIMA part qualified * Knowledge of the construction and contracting industry * Experience of working to deadlines at pace, with changing priorities |
| Desirable: |

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| **I confirm I have read and understood my job description.** | | | |
| Employee Name |  | Date |  |
| Employee Signature |  | Date |  |
| Line Manager Signature |  | Date |  |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*