

	<b>Job Description</b>
<b>JOB TITLE:</b>	Senior Management Accountant
<b>Accountable to:</b>	Finance Director
<b>Staff managed:</b>	Management Accountant
<b>PURPOSE OF THE JOB</b>	
<ol style="list-style-type: none"> <li>1. To provide relevant information and sound financial advice to Directors, senior managers and other budget holders and to assist them in achieving their financial objectives.</li> <li>2. To prepare monthly management accounts for budget holders, including full variance analysis and annual forecasts.</li> <li>3. To provide timely and robust budgets and commentaries and to challenge budgets to ensure that all the relevant information has been taken into account</li> <li>4. To produce the year end accounts and financial returns and be the main point of contact for external audit</li> </ol>	
<b>KEY ACCOUNTABILITIES &amp; TASKS</b>	
<ol style="list-style-type: none"> <li>1. To support Directors and managers in understanding their financial position and the emerging trends from this information.</li> <li>2. To prepare regular monthly financial income and expenditure reports to managers, including narratives, variance analysis and year end forecasts.</li> <li>3. To ensure timely completion and ledger posting of a schedule of prepayments and accruals after analysis of monthly ledger balances and reconciliation of income and expenditure adjustments included in the corporate reports.</li> <li>4. To arrange and attend monthly financial meetings with budget holders to review their accounts and to liaise with them regularly to update forecasts, provide ad hoc analysis and to discuss financial queries.</li> <li>5. To prepare financial analysis for business cases, project plans, marketing plans, tender documents and any ad hoc analysis to assist managers in achieving their financial goals.</li> <li>6. To provide timely and robust forecasts and commentaries to facilitate the decision-making process and to challenge forecasts to ensure that all relevant business information has been taken into account, and that reasons for variances are fully documented, communicated and understood, including implications for the balance sheet and cash flow.</li> <li>7. To provide an assessment of the capital spend for the year and the impact for the following year's programme on a rolling basis, working in collaboration with IT major programmes and</li> </ol>	

<p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p> <p>12.</p> <p>13.</p> <p>14.</p>	<p>product management</p> <p>To provide timely and robust consolidated budgets and commentaries and to challenge budgets to ensure that all the relevant information has been taken into account</p> <p>To coordinate and attend budget setting meetings at all levels and to maintain these budgets on the appropriate finance system for the relevant business unit and cost code.</p> <p>To play a key part in establishing and maintaining costing models and ensuring the accuracy of costing and pricing information provided by TCL.</p> <p>To develop and design spreadsheets / databases for analysing information.</p> <p>To keep under ongoing review the departments management information system, liaising with the IT department as appropriate, and to lead on the development and implementation of any new software or upgrades.</p> <p>To lead in the production of year end accounts and financial returns and be the first point of contact for external auditors</p> <p>To comply with all TCL policies, procedures and guidelines, including codes of conduct.</p>
<b>JOB RELATED KNOWLEDGE, SKILLS &amp; EXPERIENCE REQUIRED FOR THE POST</b>	
<p><b>Education/Qualifications</b></p> <ul style="list-style-type: none"> <li>Fully qualified accountant in CIMA, ACCA or similar</li> </ul> <p><b>ESSENTIAL SKILLS REQUIRED:</b></p> <ul style="list-style-type: none"> <li>Extensive experience of preparing accurate and relevant year end and monthly management accounts, including year end forecasts;</li> <li>Extensive experience of advising non-finance managers on financial issues;</li> <li>Experience of preparing costing for business cases;</li> <li>Extensive experience of budget setting and consolidation of budgets with challenging of budget holders and full variance analysis;</li> <li>Solid experience of producing year end accounting and managing interim and year end audit</li> <li>Management experience</li> <li>A good working knowledge of SUN accounts and Vision (Q&amp;A);</li> <li>Advanced knowledge of Excel including pivot tables, linking spreadsheets and advanced functions e.g. vlookups</li> <li>Effective written and oral communication skills;</li> <li>Good influencing, networking and cross functional working skills;</li> <li>A forward thinker with the ability to develop service enhancements and monitor change in a financial environment.</li> </ul>	
<b>CONTACTS : INTERNAL AND EXTERNAL</b>	

Directors, senior managers and budget holders of TCL Colleagues within the Finance Department
<b>FINANCIAL PARAMETERS</b>
Seeks approval before incurring spend.