

## JOB DESCRIPTION

### Job information as shown on organisation chart

|   |                                     |  |
|---|-------------------------------------|--|
| <b>Job Title:</b> Management Accountant | <b>Post No:</b>                     | <b>Hoople Band:</b> Band E                                       |
| <b>Service:</b> Finance                 | <b>Section:</b> Management Accounts | <b>Location:</b> Plough Lane offices & Auxilium House - Hereford |

### Organisational information:

Responsible to:  
Business Partner Children and Young People

### Dimensions:

Overseeing a team of 3 staff

### Key relationships/Functional links with:

Head of Management accounts, 151 and deputy 151 officer, Council directorate leadership team, Heads of Service, budget holders, Council strategic finance advisors, related partnership bodies

### Main Purpose of Job:

- To lead and co-ordinate the provision of financial information and services in line with the standards and specification set out in the Hoople SLA
- To oversee a small team ensuring deadlines are met and quality standards are consistently achieved.
- To build and develop good working relationships with budget holders, retained finance staff and other relevant parties in line with the SLA
- To support the Management Accounts Business Partner in planning, developing and managing a culture of excellence and continuous improvement in financial services to maximise available resources whilst delivering services in line with the SLA and reporting regularly on KPI's
- To co-ordinate the detailed budget setting and final accounts routines for allocated areas, ensuring excellence and accuracy is embedded throughout the processes
- To deliver on the year end timetable, ensuring quality of audit papers and achieving deadlines.
- To contribute to the development and improvement of the financial systems and procedures provided by Hoople, working effectively with colleagues, customers and stakeholders

### Main Responsibilities / Accountabilities / KRA:

*The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation*

- To take the lead and be responsible for the accountancy work in relation to allocated service areas, this includes ones own work and managing the team of staff to ensuring high quality, consistent and accurate information is provided. Including budget monitoring, forecasting, budget preparation, financial advice, completion of grant claims and statistics and final accounts closure

- To provide effective, customer-focused support to budget managers across a range of customers, delivered through regular meetings
- To ensure that costs for all areas of responsibility are correctly accounted for and are accurate.
- Co-ordination of the monthly budget forecasting process, providing robust, evidence-based analysis of projected variances to budget within agreed timelines, challenging significant changes to ensure robust narratives and information are provided
- To monitor the performance of the team members and carry out regular 121 and annual performance meetings, where necessary ensuring they comply with organisational policies and practices
- To identify and address any training requirements and knowledge gaps within the team and implement changes to facilitate improvement to their performance
- To regularly report on team performance and KPI's as part of SLA monitoring process. It is essential that the post holder fully understands the requirements of the SLA and what the roles and responsibilities of all parties involved.
- To influence budget holders to develop a more corporate view of resources and encourage the pursuit of efficiency savings, ensuring the capture of tangible cash savings
- To develop and improve financial arrangements, working in partnership with budget holders and strategic business advisors to establish clear responsibilities to meet the requirements of the partner's financial regulations
- Working within the resources provided; to ensure local systems and processes are in place and applied consistently to secure high-quality information, data, analyses and reports
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**Job Activities:****Frequency**

- To act as the main point of contact on finance and budget issues for the allocated areas and to meet regularly with budget holders
- To lead and manage the prioritisation of workload for the teams of staff
- To lead and develop the team, identifying training needs as appropriate to the requirements of the customer
- To plan and prioritise workload across the management accounts team, supporting the Management Accounts Business Partners and other Finance Leaders to build and develop a resilient and responsive service
- To build and develop good working relationships with budget holders and strategic finance advisors through regular meetings, ensuring budget information is provided in an accurate and timely manner
- To provide effective advice to all managers and staff as required and appropriate
- To ensure accurate budget monitoring with relevant analysis and robust forecasting is signed off by budget holders and fed into budget monitoring reports
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On-going

On-going

On-going

On-going

On-going

Monthly

Monthly

|  |                 |
|--|-----------------|
| <ul style="list-style-type: none"> <li>• To work pro-actively with budget managers to prepare the annual revenue budgets ensuring accurate profiled budgets are held on the ledger within the agreed timescales</li> <li>• To ensure that the teams plan and undertake their activities that see the accounts are properly closed in accordance with the agreed timetable</li> <li>• To plan and prepare for the Year end, ensure quality of audit papers provided by the team.</li> <li>• To prepare and complete Government and Statistical returns as appropriate</li> <li>• To oversee and lead the improvement of accounting practices, standards and procedures for Hoople and partner organisations</li> <li>• To proactively take forward initiatives to improve performance and processes</li> <li>• To contribute towards the development of financial systems</li> <li>• To ensure their teams ensure that all balance sheet codes within programme areas are properly reconciled and cleared</li> <li>• To maintain an up to-date knowledge of relevant financial regulations and accounting practices for all customers</li> <li>• To comply with Hoople's various policies and procedures such as Health and Safety, Race Relations, Sex Discrimination, Disability Discrimination, Equal Opportunities and the Code of Conduct</li> <li>• To work in line with Hoople's vision and values at all times</li> </ul> | Annually        |
|  | Monthly         |
|  | Annually        |
|  | Monthly /Annual |
|  | Annually        |
|  | As required     |
|  | On-going        |
|  | On-going        |
|  | Annually        |
|  | On-going        |
|  | On-going        |
| <b>Other information:</b>  |                 |

|                           |  |                   |  |
|---------------------------|--|-------------------|--|
| <b>Manager Signature:</b> |  | <b>Date:</b>      |  |
| <b>Manager Name:</b>      |  | <b>Job title:</b> |  |

Date Job Description last reviewed: