JOB SPECIFICATION

Title: Management Accountant
Responsible to: Financial Controller

Main Duties and Requirements

- To work closely with the Company Finance Director, Financial Controller and other Management Accountants in ensuring **accurate and timely management accounts** are produced to strict deadlines with particular **responsibility and ownership of the Software sales P&**L in relation to the Company's 3 divisions, Public sector, Charities & Housing and Education
- To work closely with all other areas of the Finance team and the Company as a whole in carrying out their duties
- To work closely with the Finance Director, Financial Controller and Systems Development teams in developing and enhancing systems and procedures

Specific Duties and Responsibilities

Accounting:

- Assume **responsibility for the accurate reporting of all Software revenues and cost of sales** including accounting for vendor rebates and timing differences between purchases and sales. Identify any cost discrepancies at an early stage.
- Identify, investigate and resolve any items (costs or revenues) which appear unusual, incorrect or non-compliant
- Calculate monthly software cost of sales provisions.
- Fully reconcile rebates receivable from all suppliers.
- Provide the calculation for the flash Software Gross Profit on the 1st day of each month and the final Software Gross Profit on the 6th working day.
- Assist in the preparation of monthly management accounts including P&L, Balance Sheet, Cash-Flow, Business Unit P&Ls, overhead analysis and balance sheet control accounts
- Ensure that correct accounting treatments are adopted at all times in acceptance with SSAP's, FRS's and UK GAAP

Statutory Requirements

- Work with the Financial Controller in the preparation of annual statutory accounts for Phoenix and other group companies
- Participate in the whole audit process with company auditors from planning through to accounts sign off
- Complete various company annual and other statutory/government returns
- Ensure all of the above meet the required statutory deadlines

Profit & Cash Flow maximisation and Risk management

- Identify opportunities for making cost savings or maximising revenues
- Ensure that all opportunities for maximising rebates are followed up and communicated
- Review and improve Finance procedures to minimise risk of transactions not being processed/recorded accurately and completely or being omitted completely
- Resolve technical problems arising from within the Finance systems and ensure that usage/performance of systems is optimised

General:

- Assist in the development of company systems and procedures
- Respond to all requests for help from within the Finance team and the Company as a whole
- To deputise for the Financial Controller and Management Accountant where appropriate

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JOB SPECIFICATION

Title: **Management Accountant**
Responsible to: **Financial Controller**

Knowledge/Skills Required

- Very strong accounting, commercial & risk awareness skills and ability to see the big picture in relation to company financial performance
- Very high level of Excel skills (including pivots & look ups) and ability to analyse and reconcile very high volumes of transactional data from multiple systems and data sources
- Strong collaborative skills
- Ability to prioritise work, work without supervision & use initiative to ensure that targets & deadlines are met
- Ability to identify areas of risk or for improvement and make recommendations to solve them
- Be studying towards and have a willingness to achieve a recognised accounting qualification. Study assistance will be provided

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