

Assistant Management Accountant

Within the Corporate Finance Service



SALARY

Between £24,313 and £26,317

RESPONSIBLE FOR

N/A

RESPONSIBLE TO

Property and Maintenance Services Accountant

CORE PURPOSE

Enable the organisation to thrive

Property and Maintenance Services Accountant

Assistant Management Accountant

To provide support to the Property and Maintenance Services Accountant in budget management activities including budget monitoring, budget setting and production of the management accounts.

To assist in the development, appraisal and implementation of new business initiatives, systems and processes to ensure an effective and robust financial control environment.

To support the ongoing development and improvement of financial monitoring and reporting arrangements to ensure such information meets the needs of users in a clear and concise manner in line with statutory requirements and the requirements of the company and its stakeholders.



PENSION

Access to the generous benefits the GMPF scheme offers, including life cover



GENEROUS ANNUAL LEAVE ENTITLEMENT

Choose an item.



HEALTH CASH PLAN

Claim back a proportion of your everyday healthcare and medical expenses



Choose an item.
Choose an item.



Choose an item.
Choose an item.



Choose an item.
Choose an item.

RESPONSIBILITIES *the Assistant Management Accountant will...*

- ✓ Support the Management Accountants team in providing a proactive control of Stockport Homes Group budgets and SMBC budgets managed by Stockport Homes
- ✓ Support management accountants and budget managers through the provision of financial support and information on budget monitoring, costings, process developments and systems reporting
- ✓ Support the on-going development and improvement of financial monitoring and reporting to ensure that the information continues to provide users with useful, clear, concise information on a timely basis
- ✓ To work under own initiative to provide reasoned, objective and robust financial advice to budget managers and the Corporate Finance team to enable effective decision making
- ✓ Support the provision of financial advice, support and training to budget holders
- ✓ Provide comprehensive support to Accountants, retrieving and analysing data from SAP and various feeder systems, interrogating information and preparing detailed spreadsheet based reports
- ✓ Assist Accountants in the preparation of the management and final accounts for Stockport Homes Group and the Housing Revenue Account, ensuring prompt and accurate production of information feeding into the final accounts process

STRENGTHS *the Assistant Management Accountant will deliver key responsibilities by...*

- ✓ Demonstrating excellent communication skills (both written and verbal) in order to deal with both internal and external customers.
- ✓ Having the ability to prioritise workloads in a busy environment working effectively and efficiently to achieve tight deadlines.
- ✓ Being able to work on own initiative, interpret instructions/information and take appropriate action through demonstrating an innovative approach to problem solving.
- ✓ Ability to work effectively as part of team to help create and foster supportive, motivated and high performing corporate finance team.
- ✓ Being persistent and thorough when dealing with people
- ✓ Having attention to detail
- ✓ Having a willingness to learn and develop

REQUIREMENTS *the Assistant Management Accountant must have...*

- ✓ AAT Qualified or equivalent
- ✓ Thorough understanding of the principles of accounting, budgeting, monitoring and financial management
- ✓ Aspiring or working towards full CCAB qualification (desirable)
- ✓ Good practical skills in using Microsoft word and excel
- ✓ Proven experience in contributing to the production of annual budgets, monthly management accounts and final accounts for a key service area or complex organisation
- ✓ Ability to prepare, present and articulate / explain clear and accurate financial information
- ✓ Experience of working with complex financial systems and operational systems with financial dependencies and interfaces
- ✓ Ability to think logically, critically and innovatively, adding value to decision making
- ✓ Proven track record of identifying and implementing improvements to financial services and resolving complex financial issues
- ✓ Ability to work effectively, flexibly and efficiently to achieve tight deadlines
- ✓ Ability to act with the highest levels of integrity at all times, to demonstrate and present a professional and objective approach

VALUES *the Assistant Management Accountant will role model core values through....*

Ambition

We have the ambition & courage to challenge; translating this into commercial success & brilliant outcomes for customers

Social Responsibility

We always try to do the right thing; using our role as a service provider, employer & buyer to generate trust, build our communities & empower our people

Passion

We have a passion for what we do; with positive, motivated & enthusiastic staff who enjoy their work

Innovation

We are innovative in everything we do; with the agility, creativity & edge to keep defying expectations & delivering fresh & exciting things

Respect

We treat each other with respect; supporting & inspiring one another & collaborating across teams & partnerships

Excellence

We continually improve how we work; challenging the status quo, learning from what goes well & always being professional

