

Rykneld Homes Ltd.

Job Description

Division: Financial Services **Service:** Finance

Post: Management Accountant

Post Number: RH309

Responsible To: Finance & Procurement Manager

Subordinates: None

Key Accountabilities

- Support the Finance & Procurement Manager in providing a comprehensive financial accounting service to the Company.
 - Prepare and monitor on the Revenue and NEDDC Capital budgets of the Company.
 - Ensure the Company's statutory requirements for Construction Industry Scheme are adhered to.
 - Assist in the completion of the statutory Financial Statements.
 - Control, administer and manage key financial systems.
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Main Duties and Responsibilities

Support the Finance & Procurement Manager in providing a comprehensive financial accounting service to the Company.

Management Accounts

Budget Preparation and Control

- Prepare base budget information for the Company as part of the annual budget setting process. The base budget preparations include ensuring that detailed salary budgets are completed to ensure they reflect the agreed establishment and are in partnership with Service Managers and Head of Finance.
- Provide budget training and financial advice using expertise and technical knowledge to service managers and all budget managers to support their decision making.
- Prepare regular budget reports throughout the process to ensure all approved changes are tracked and reflected in the final budget.
- Maintain budgets within Task in line with outcomes from monthly budget meetings and ensure that all approved budgets are correctly reconciled within the financial ledger and distributed to budget managers prior to the new financial year.

Revenue Monitoring

- Produce accurate and timely monthly and quarterly budget monitoring information for the Head of Finance, budget managers and senior management. Prepare appropriate accruals to ensure the information is a true reflection of the financial position of the Company. Analysing variances and exploring issues and potential problems as they arise with budget managers and senior managers. Making appropriate recommendations and advising of the impact on the business.
- Prepare monthly profit and loss with detailed analytical variance analysis bridging actual results against budget/forecast.
- Maintain a range of management information reports tailored to the individual needs of budget and service managers
- Control, record and update the financial ledger with all approved budget transfers.
- Liaise with the Financial Team at NEDDC during the year to ensure all intercompany transactions are up to date and correct.
- Undertake month end procedures for the General Ledger system

NEDDC Capital Programme

- Assist with the preparation of the NEDDC annual Capital Investment Programme in partnership with Head of Finance, Head of Regeneration and Director of Property Services and Development.
- Support Contract and Programme Managers with financial queries and provide all required reports.
- Monthly analytical analysis bridging actual works completed against anticipated Capital Investment Programme and all deficits/surpluses. Investigate discrepancies and reconciling items ensuring all expenditure and income is correctly accounted for.
- Production of the monthly monitoring statement for the NEDDC Capital Investment Programme.
- Management of the Open Contractor System ensuring Programme Managers and Property Services Managers raise and close jobs accurately, effectively and efficiently.
- Manage the Schedule of Rates in partnership with Contacts Managers to ensure that they reflect true job costs and ensure they are regularly reviewed and applied appropriately through the Open Contractor job costing system.

Statutory Responsibilities

- Ensure the Construction Industry Scheme requirements are adhered to and the monthly returns are completed and submitted within the required deadlines. To ensure that the finance officers who process invoices are kept up to date on the scheme rules and how to process invoices with CIS implications.

- Support other departments within the organisation ensuring compliance with HMRC CIS legislation.
- Submit the Office for National Statistics monthly and yearly returns.

Financial Reporting

Final Accounts

- Support and play an active role in the processes involved in the closing of the Company's accounts and in the publication of the Company's annual accounts, annual reports and other documents.
- Provide technical knowledge and support in the preparation of the Company Financial Statements and Group Accounts in accordance with current regulations and statutory requirements.
- Review all income and expenditure at the year end to ensure it reflect the true financial position of the Company; undertaking appropriate corrections where necessary.
- Support budget managers in the year end processes.
- Prepare the supporting detailed audit deliverable working papers.
- Liaise with the External Auditors during the annual audit process.
- Liaise with North East Derbyshire District Council's finance team to ensure that all the information is provided to enable the completion of the Group Accounts and their audit requirements.

Financial Systems

- Process Monthly accounting journals in line with IFRS: Prepayments, Payroll and any other journals required for the duties above.
- Authorise journal entries on a regular basis to ensure accuracy and compliance with current procedures in partnership with the Head of Finance.
- Monthly processing, monitoring and checking of payroll data. Producing monthly reconciliations against data received from the payroll team, ledger entries and HR.
- Manage a payroll structure working document, with current employees' payroll information to ensure the accuracy of payroll within the company.
- Provide financial reports to Management around current staffing structure and savings within year to aid in decision making and accurate ledger costings.
- Monitoring and evaluating information systems and making recommendations for improvements and enhancements as needed.

- Assist in ensuring all systems within the mainframe ledger are maintained and prompt closure of month and year end is met.
- Maintain and update the Finance Manual.
- Maintain and update the Fraud Register.
- Provide training to non-finance staff and ensure compliance with the Financial Regulations and Contract Rules.

Financial Advice and Guidance

- Attend departmental and service area management team meetings contributing to discussions on all financial matters. Be the finance representative on the Health & Safety Action Group and other groups as required.
- Evaluate business processing reviews to ensure planned service changes and developments do not impinge on financial controls or have significant financial implications for the Company.
- Interpret and communicate complex financial and non-financial data to staff and managers at all levels of the organisation.
- Play an active role in the provision of benchmarking information ensuring data is both accurate and comparable for the benchmarking to be meaningful and to help interpret and use benchmarking data to improve and develop service provision.
- Monitoring and evaluating information systems and making recommendations for improvements or enhancement as needed.
- Deputise for the Finance & Procurement Manager when required, providing adequate cover of duties.
- Provision of cover for the Head of Finance in relation to daily Finance Management duties.
- Such other duties commensurate with the grading of the post as may be from time to time determined.

Staff Management

- N/A.

Key Contacts

- Rykneld Homes Senior Management Team
- Rykneld Homes managers and staff
- NEDDC Finance Team

- HMRC
- Internal and External Auditors
- Office for National Statistics
- Rykneld Homes Customers
- Rykneld Homes Suppliers

Person Specification

Personal Skills/ Characteristics	Essential	Desirable
<u>Experience</u>		
• Previous accountancy/finance experience within a similar environment. • Experience of managing and analysing detailed and complex financial information. • Knowledge of Housing Finance. • Experience of using a financial accounting system and the use of databases and financial software packages. • Experience of undertaking and completing Financial Statements. • Experience and knowledge of CIS scheme. • Experience of Group Accounts.	✓ ✓ ✓ ✓ ✓ ✓	✓
<u>Qualifications and Training</u>		
• AAT qualification or equivalent. • CIMA/CCAB qualification, working towards, or equivalent.	✓ ✓	
<u>Specialist Skills and Knowledge</u>		
• Excellent knowledge of financial systems. • Organisational skills in terms of service planning, prioritising work, effective use of resources and performance evaluation. • Excellent knowledge and user of Microsoft Office Suite. • Able to work under pressure, and to tight deadlines. • Ability to train others. • Excellent verbal and written communication and interpersonal skills.	✓ ✓ ✓ ✓ ✓ ✓	

Personal Skills/ Characteristics	Essential	Desirable
<u>Personal Qualities</u>		
• Commitment to equalities legislation and a good understanding of its relevance to this post. • Commitment to customer care and an understanding of its relevance to this post. • Methodical approach to problem solving	✓ ✓ ✓	

Equalities Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be taken into account by the shortlisting manager.