



Job Description

JOB TITLE	Management Accountant
Salary grade	5B: £34,652- £37,745
Hours	37 hours per week
Department	Finance
Responsible to	Assistant Finance Director
Cover for	Assistant Finance Director, Management Accountant, Financial Accountant
Cover by	Assistant Finance Director, Management Accountant, Financial Accountant
Liaising with	All Departments

1. MAIN AIMS

- 1.1 Ensure that budgets are prepared covering all areas of the Group and Association's activities
- 1.2 Ensure that financial information and analysis is available to aid effective financial management of the Group and Association's business and to support decision making
- 1.3 Provide professional and high profile financial management support to achieve the short and long term business planning processes
- 1.4 Ensure that appropriate asset management, product or service costing models are developed and maintained
- 1.5 Contribute to the overall development of the services provided by the finance function of the Association, including development of ICT systems
- 1.6 Develop and maintain benchmarking and Value for Money indicators for the business

2. SPECIFIC TASKS

- 2.1 Co-ordinate preparation of annual income & expenditure and capital expenditure budgets to agreed deadlines
- 2.2 Provide information and analysis to aid effective financial management and decision making of the business
- 2.3 Ensure that appropriate management accounting information is available to meet the needs of managers, directors and other budget holders.
- 2.4 Assist in the production of the Association and Group business plans
- 2.5 Develop, maintain, and report upon performance indicators for the Group and Association as a whole and for individual cost centres and activities
- 2.6 Work with managers on developing and auditing costing models to support business decisions
- 2.7 Provide financial support in responding to tenders for new services, scenario planning, scheme liabilities and assessments
- 2.8 Work with LiveWell Managers in response to internal and external reviews of existing business including re-tendering for parts of the existing portfolio
- 2.9 Manage and maintain the Group's asset data for component accounting, asset disposal assessments (including RCGF) and provide data required to support the asset management team
- 2.10 Maintain an up to date knowledge of management accounting issues, particularly those specific to Housing Associations

3. MISCELLANEOUS

- 3.1 To promote SYHA's values and equal opportunities policies and practices in all aspects of service delivery.
- 3.2 To work in accordance with the Associations Health & Safety Policy and associated procedures
- 3.3 To participate in training relevant to the post.
- 3.4 To attend team meetings, supervisions and appraisals as required.
- 3.5 Occasional out of office hours working may be required – for attendance at evening meetings
- 3.6 To undertake any other duties appropriate to the grade and purpose of the job which may be determined by an agreement with the post holder, management and appropriate trade union.



CONDITIONS OF SERVICE

JOB TITLE	Management Accountant
Salary grade	5B: £34,652- £37,745
Hours	37 hours/week
Leave	27 days annual leave, plus 8 statutory Bank Holidays and 4 additional days at Christmas, Easter, Spring and August Bank Holiday (all pro rata). The leave year runs from 1 April to 31 March.
Pension	You are eligible for membership of the Association's contributory pension scheme which is the Social Housing Pension Scheme (SHPS) subject to the trust deed and rules of SHPS. For more details please contact the HR Department.
Unions	SYHA recognises Unite and UNISON, with whom the Association has entered into an agreement where union members have negotiating rights in relation to conditions of service.
Car Allowance	This post does not attract essential car user allowance.
Car Parking	The postholder will not be issued with a permit for the Wellington Street Car Park.
Job Share	The post is not open to job share.
Location	Sheffield Head Office
No smoking	SYHA operates a no smoking policy within all our offices.

PERSON SPECIFICATION

JOB TITLE **Management Accountant**

Criteria	Essential
Impact on Others	<ol style="list-style-type: none">1. Ability to communicate well both verbally and in writing with a wide range of people2. Ability to work effectively in collaboration with a variety of staff3. Ability to communicate complex financial information to non-financial managers
Motivation	<ol style="list-style-type: none">4. Ability to work on own initiative and with minimal supervision and to strict deadlines5. Enthusiastic, optimistic, resilient attitude and flexible to the demands of the job
Values	<ol style="list-style-type: none">6. Demonstrate strong commitment to service quality and equal opportunities7. Commitment to SYHA values
Professional Know-how & Qualifications	<ol style="list-style-type: none">8. Experience of preparing high level financial information and analysis and the ability to develop complex budgets and financial appraisal systems9. Thorough knowledge of budgeting and management accounting concepts and techniques10. Understanding of business planning and investment appraisal techniques11. Ability to use spreadsheet at an advanced level
Problem Solving	<ol style="list-style-type: none">12. Ability to make informed decisions quickly in order to resolve problems13. Ability to evaluate options and recommend solutions
Work Related Circumstances	<ol style="list-style-type: none">14. Ability to work flexibly including the ability to attend evening meetings