



Management Accountant

Reference EC- 78813

Duke Street Chelmsford

Hours 37

Salary £28,500 - £40,000 per annum

The post holder will provide a high quality Financial and Management Accounting service to Essex Cares Ltd.

You will need to be customer focussed and have a collaborative and challenge approach that enables your Service Managers to perform their role effectively in pursuance of EssexCares Ltd's objectives.

You will work alongside other colleagues to deliver year on year improvements to the service provided to your service managers.

Travel is an integral part of this role a valid driving licence and use of a car is required, unless the role can be undertaken effectively by other alternative transport arrangements.

You must obtain a satisfactory Enhanced Criminal Records Disclosure Certificate which will be paid for by the company.

Essex Cares is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment. Appointment is subject to satisfactory vetting checks.

For informal enquiries, please contact Julia Sheppard 01245 434783

For Application Pack please call Nora Hills at Recruitment Team 01245 476931

Closing Date 2-3-2012





Job Profile

Job Title	Management Accountant
Grade	Band 5
Division	Corporate Services – Finance
Line Manager	Financial Controller

The role

The role provides a high quality Financial and Management Accounting service to Essex Cares Ltd. Skills necessary for the role are a strong customer focus and a collaborative and challenge approach that enables Service Managers to perform their role effectively in pursuance of Essex Cares Ltd's objectives. This role is part of a team delivering year on year improvements to the service provided to service managers.

Job Purpose

- To ensure financial information, advice and support of a high quality is provided to budget holders and Senior Managers in order to assist operational decision making.
- To assist and support budget holders throughout the budget and reforecast setting process.
- To assist with preparation of statutory accounts.
- To maintain professional accounting standards.
- To contribute to financial appraisals, reviews and analysis relating to new or existing service initiatives and assess their impact on the relevant service.

- To contribute to the strategic development of the service and company.
- To ensure that the Finance Team responds positively to new demands and is flexible in the service it can provide.

Key Accountabilities

Budgeting and Forecasting

- To assist the Divisional Director and their team in the detailed compilation of budgets and forecasts.
NB this role is not responsible for putting together budgets and forecasts, and is not a budget holder.
- To analyse and challenge these budgets and forecasts prior to presentation to Financial Controller.
- Support, educate and develop operational teams to ensure stronger budgets and forecasts are prepared on an on-going basis.

Financial Accounting

- In conjunction with the Financial Controller, co-ordinate the annual closure programme in respect of the accounts for the specific area of service(s) and ensure compliance with appropriate accounting policies and regulations.
- To undertake any other financial accounting roles as requested by the Financial Controller.
- To respond to the requirements of the External Auditors.
- To respond to the recommendations of the internal Auditors alongside the Financial Controller.

Budget Holder Support and training

- To undertake budget holder training to ensure they have the necessary skills required to perform their budget holder responsibilities (this will include training in budgeting/working with financial information and compliance with financial regulations).
- To provide appropriate information and support to budget holders to allow effective monitoring and control of budgets and to assist the budget holders in carrying out their financial duties relating to their budgets.
- To liaise with budget holders to ascertain their financial information needs and ensure this is provided.

Monthly management accounting

- To co-ordinate the monthly management accounts preparation for the specific area of service (including both P&L and balance sheet elements as appropriate)

- To ensure that appropriate and commentaries are written to communicate the results to a wider audience and that all month end results are signed off with the Divisional Director.

Team management

- To support the Financial Controller in the effective management of the team.

Policies and Procedures

- To ensure that financial policies and procedures within the specified area are complied with at all times.
- To contribute to development of the Finance policies and procedures manual where appropriate.

General

- To undertake specific financial projects or take part in specific projects as may be required and requested by the Financial Controller.
- To assist the Financial Controller in the promotion of sound financial management and assist the Company in making best use of resources.
- To ensure compliance with financial regulations and professional accounting standards (and to keep abreast of changes in accounting practise and statutory requirements).
- To take part in cross cutting /cross organisational project groups as potentially the sole finance representative.
- To undertake a policeman role when reviewing costs, seeking out alternative solutions, more effective buying or cutting of non-essential costs and presenting these ideas to the Divisional Directors and the Business as a whole.

Knowledge, Skills and Experience

- CCAB / ACCA / CIMA qualified or other relevant qualification
- Experience of working in a "business partnering" environment.
- Experience of working on cross-functional projects and with non-finance managers.
- Good communications skills – written and oral.
- Analytical skills – being able to find solutions to problems and explain them clearly.
- Ability to work alone and within a team
- Able to balance workload priorities.
- IT literate/proficient – strong Excel and Microsoft Office skills are required. Access- not required, but would be a great addition.
- Pro-active and flexible

Essex Cares is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.’



Value	Examples of the types of behaviour
Adaptable and progressive	<ul style="list-style-type: none"> • we look forward to trying different ways to support to the people who use our services • we are open and accepting to new ideas and ways of working • we constantly monitor our service to ensure that it is effective, value for money and accessible • we regularly collect customer feedback to enable us to structure our services into an organisation that people will trust and recommend
Supportive and encouraging	<ul style="list-style-type: none"> • we are positive and open minded, seeking opportunities to praise and reward • we are good at listening and responding positively to each other and when working with the people who use our services • we do our best to support each other at work and respect our fellow workers • we are good at working together and offer our help to others whenever we can • we treat everyone we come into contact with in the same way as we would like to be treated
Proud, to help SU and to represent Essex Cares	<ul style="list-style-type: none"> • we work hard to do our best for the people who use our services and make a difference to their lives • we want to become known as the provider of choice in the

	<p>county and we know how each of us can contribute to this ambition</p> <ul style="list-style-type: none"> • we recognise that all of us have a part to play in making Essex Cares the provider of choice • we always work to the best of our ability and try hard to make a difference to the lives of the people who use our services • we work together to support the Essex Cares business ethos • we have people at the heart of everything we do • we celebrate the diversity of the people who use our services and recognise their contribution to enriching our working lives
Integrity	<ul style="list-style-type: none"> • we are honest and truthful in all our interactions with the people who use our services, colleagues and fellow workers • we work together and treat each with respect • we strive not to let our service users and fellow workers down • we work hard and spend our work time productively • we do what we say we will do • we strive to ensure that everything we do is delivered at the same standard to achieve a quality service
Responsive	<ul style="list-style-type: none"> • we respond quickly to our service user needs and deliver people centred services • we work within professional boundaries to provide appropriate responses and build effective partnerships with the people who use our services
Empathetic and compassionate	<ul style="list-style-type: none"> • we are genuinely concerned about the people who use our services, understand their needs and aspirations and work in partnership with them to achieve their personal objectives • we develop our skills to be able to understand the needs of our fellow workers to enable us to display support and assistance and know when this is required • we support people and show them understanding