



TRINITY HOUSE

ROLE PROFILE

MANAGEMENT ACCOUNTANT

JOB PURPOSE

To assist the Financial Controller in managing the Trinity House Management Accounts function. Prepare, develop and analyse financial information to assist key stakeholders base their critical strategic decisions.

KEY RESPONSIBILITIES	Corporate Planning & Budget Process	<ul style="list-style-type: none">▪ Ownership of the month end process including preparation of monthly management accounts with analysis and commentary.▪ Monitor operating and capital expenditure, providing forecasts and variance analysis.▪ Production of finance board papers for Executive review and Lighthouse Board members.▪ Assist the financial controller in the preparation of the Corporate Plan and annual budget setting.▪ Provide financial support to budget holders with ad-hoc reporting to provide better understanding of budgetary needs.▪ Communicate and interpret financial data to non-finance managers.
	Maintenance of ledger	<ul style="list-style-type: none">▪ Maintain the integrity of the nominal ledger and subsidiary ledgers to ensure financial accounting information is accurate and up to date.▪ Management inventory control and annual stock counts.
	General duties	<ul style="list-style-type: none">▪ Assist the financial controller in the provision of financial management expertise and guidance, including undertaking internal audits as required.▪ Support the Financial Controller on the year end process and annual audits.▪ Act as cover for the Finance Team Leader.

		<ul style="list-style-type: none"> ▪ Assist the Financial Controller in all aspects of the financial management of Trinitas Services Limited. ▪ Undertake additional tasks and responsibilities as assigned or necessary, within scope of the role.
	Skills and experience	<ul style="list-style-type: none"> ▪ Experience at business partner level and delivering to senior stakeholders ▪ Proactive problem solver with excellent communication skills ▪ Extensive experience of working in an accounting environment ▪ Experience in management accounts and financial reporting ▪ Working knowledge of financial systems ▪ Excellent IT skills, including Microsoft Office
	Qualifications	<ul style="list-style-type: none"> ▪ Qualified or soon to be Qualified Consultative Committee of Accountancy Bodies (CCAB) or CIMA member.
ENTRY REQUIREMENTS	Professional Competencies (CGMA)	<ul style="list-style-type: none"> ▪ Financial accounting and reporting ▪ Cost accounting and management ▪ Business planning ▪ Management reporting and analysis ▪ Corporate finance and treasury management ▪ Risk management and internal control ▪ Accounting information systems ▪ Tax strategy, planning and compliance