Job Title:	Management Accountant
Department:	Finance
Last Updated:	01.08.2025
Version:	2

Role Title: Management Accountant

Reports to: Financial Controller

Direct reports including contractors: None

Budget: None

Key relationships:

- UoB Finance Team: To ensure the reporting needs of the UoB are being met
- NCC Finance Team (Head of Reporting, Financial Acontroller, FBP's, Systems): to ensure the monthly accounts provide the information required by the Business NCC Support Functions, including operations, facilities, HR, procurement, business unit teams and the project team, to ensure both Parties are meeting the needs of the Other Party.

Role Purpose:

This role is critical to ensuring that the Financial Accounting data contained in, and produced by, the NCC's Finance System is reliable, accurate, and timely.

- Own the accounting data produced via the month-end process ensuring:
  - the data used is consistent and accurate
  - accounting entries are appropriately classified in accordance with internal policy and accounting standards.
  - All journal entries are appropriately reviewed, challenged, and fully understood. The TB is produced in a complete, accurate, consistent and timely fashion that meets the needs of the wider business and the UoB
  - The balances on the nominal ledger (P&L and BS) are fully understood
- Be accountable for monthly balance sheet reconciliations and control accounts, ensuring all reconciliations are complete, accurate and reconciling items are appropriately actioned.
- Production of accurate and timely aged debt reporting.
- Dealing with complex and non-standard ad-hoc requests in order to support the requirements of the business units. where changes are required to the cost-accounting system, this role will be responsible for ensuring that the relevant changes are implemented in timely manner, whilst maintaining relevant controls over the finance system
- Implementation, maintenance and continuous improvement of appropriate financial and commercial control and reporting systems and processes.
- Agreeing SLA's with the University of Bristol finance team and providing financial information in line with these SLA's.
- As appropriate, supporting the delivery of change across Finance and the business, embracing new ways of working and owning delivery of key outcomes to drive the improvement of long-term business capability.

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Main Activities:

- Production of month end journals including income, deferred income, payroll recharges, depreciation, accruals and prepayments and intercompany, including planning and preparation of the month-end timetable, identification of task owners etc
- Booking the monthly payroll and monitoring the adjustments in liaison with HR
- Ensure understanding of, and active challenge to, journal adjustments being requested by other members of the finance team.
- Preparation of monthly trial balance and reporting to the University of Bristol, including implementation of appropriate review processes, and submission to the UoB and NCC Reporting Accounting
- Balance Sheet:
  - Responsible for the accurate and timely preparation of balance sheet reconciliations and control accounts for all material Balance Sheet accounts, including intercompany, deferred income and VAT.
  - Responsible for ensuring that balance sheet control account reconciling items are actioned / cleared in a timely fashion
  - Responsible for the monthly bank and petty cash reconciliation, including clearing / posting any reconciling items.
- Implementing and running the continuous improvement / monthly process review to ensure that lessons learned from the monthly-cycle are captured, solutions identified and implemented.
- Providing coaching and support to more junior members of the Finance team.
- Liaising with other NCC departments, particularly project managers, to ensure the accuracy and consistency of financial information being input into the Finance System.
- Occasional cover may be required to cover for the transactional team in times of absence e.g. raising purchase ledger and sales ledger invoices, processing payments.

<u>Support to Transaction Team Manager</u>

- To provide support to the Transaction Team Manager in establishing and maintaining an appropriate control framework.
- Deputise for the Transaction Team Manager when required, including: review of payment runs, review and posting of manual journals, review of control accounts.

This job description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

Person Specification

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Essential	**Desirable**
Qualifications/Experience ▪ Qualified ACCA/CIMA/ACA or similar, or qualified by experience ▪ Advanced Excel Skills ▪ Experience of working within a finance team ▪ Proven ability to identify and solve problems ▪ Flexible attitude and willingness to undertake a variety of activities ▪ Experience with balance sheet reconciliations and maintaining internal controls	Qualifications/Experience ▪ Experience of working with Business Unit reporting structure ▪ Experience in making improvements to processes ▪ Experience in project migrations ▪ Experience in an engineering/manufacturing environment
Behavioural Competencies ▪ A desire and willingness to 'own' the nominal ledger understand the accounting entries therein. ▪ Good team worker ▪ Strong stakeholder management skills and business acumen ▪ Strong planning and organisational skills ▪ Flexible attitude/willingness to learn ▪ Self-starter ▪ Customer focused ▪ Excellent communication skills	