**Job Description**

**Post Title:** Management Accountant (Consolidation)

**Directorate:** Finance and Business Hub

**Reports to:** Lead Management Accountant

**Direct Reports:** None

**Salary Band:** SP 34 – 38

**Key Relationships:** Colleagues in the Finance and Business Hub, Finance Business Partners

**Role Purpose**

The role will be responsible for delivering a professional management accounting service and ensuring appropriate guidance is provided to key stakeholders, ensuring an efficient approach to the management of financial resources which is aligned with WMCA Financial Regulations and best practice. You’ll also engage with colleagues in the Finance and Business Hub to drive the team vision.

**Responsibilities**

* Establish and maintain a strong financial control and reporting environment for month end, forecast and budget, whilst ensuring clear guidance is communicated to key stakeholders in a timely manner.
* Working with Project and Management Accountants/Accounting Technicians to provide accurate, fully reconciled, consolidated month end financial performance reports and commentary to management in line with strict deadlines and WMCA Financial Regulations.
* Co-ordinate the end to end quarterly forecast process as key point of contact for the wider Finance team, including escalation of any issues as necessary, and provide accurate consolidated proposals, reconciliations and commentary to management in line with the agreed timetable.
* Co-ordinate the budget process as key point of contact for the wider Finance team, including escalation of any issues as necessary, and undertake reconciliations, including the budgeted establishment, and various analysis. Provide accurate consolidated proposals and commentary to management in line with the agreed timetable and produce and publish the WMCA Budget Book.
* Support the Financial Planning team with the WMCA MTFP process through detailed review of inputs and consolidation of WMCA overall position in line with agreed timetable. To include escalation of issues as necessary.
* Working with the Financial Accounting and Capital Accounting Teams, on the capitalisation of fixed assets as part of statutory accounts preparation
* Complete accurate financial and statistical returns to Government, supported by robust working papers.
* Any other duties as commensurate with the seniority of the role.

**Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Please specify (X) whether the experience required is Essential (E) or Desirable (D)* | | | **Assessment Method** | | |
| **Experience** | E | D | App\* | Int\*\* | Other\*\*\* |
| Management accounting | X |  | X | X |  |
| Financial budgeting and forecasting processes | X |  | X | X |  |
| Supporting multi-disciplinary teams | X |  | X | X |  |
| Delivering process improvements |  | X | X | X |  |
| **Skills/Knowledge/Abilities** | E | D | App | Int | Other |
| Microsoft Office Suite | X |  | X | X |  |
| Stakeholder management | X |  | X | X |  |
| Local authority accounting |  | X | X | X |  |
| **Qualifications/ Professional Memberships** | E | D | App | Int | Other |
| Membership of a CCAB body |  | X | X | X |  |
| Evidence of continuing professional development |  | X | X | X |  |

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

**Core Expectations**

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

|  |  |  |
| --- | --- | --- |
| **Value** | **Competency** | **Behaviour** |
| Collaborative | Team Focused | Works as part of team, managing and leading. |
| Service Driven | Customer, resident and partner focussed. |
| Driven | Empowered & Accountable | Takes ownership and leads when needed. |
| Performance Focused | Ambitious and going the extra mile. |
| Inclusive | ‘One Organisation’ Mindset | Believe in each other’s expertise. |
| Open & Honest | We do what we say we are going to do. |
| Innovative | Forward Thinking | Embrace change and open to new possibilities. |
| Problem Solving | Go for clear and simple whenever possible. |

**Health and Safety**

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

**Equality and Diversity**

To promote and champion equality and diversity in all aspects of the role

**Learning and Development**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

**Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

**GDPR (General Data Protection Regulation)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis