

Job Description:
Management Accountant

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| Function: | Business Shared Services |
| Position:  | Management Accountant |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Senior Management Accountant |
| Additional reporting line to: | Head of Management Accounts |
| Position location: | Salford |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To provide and effective and efficient accounting service to the business
* To create business partnerships with operational teams and to provide a support infrastructure to operators
* To maintain robust internal controls and procedures, ensuring the integrity of financial reporting
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | Tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * No direct responsibility for standard deliverables. Indirect responsibility through provision of business support
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Senior Management AccountantManagement Accountant |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Ensure compliance with accounting standards
* Support and guide non finance colleagues in the delivery of robust financial accounts
* Actively participate in departmental change and the standardization of processes / driving of efficiencies
* Successful candidates must pass DBS and MOJ screening process.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Support with monthly billing process
* Monthly finance support to Operators in review of management accounts
* Input to balance sheet reconciliation process and other reporting requirements as required
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Manage Profit and Loss accounting activities for Account Managers or equivalent, ensuring the timely and accurate delivery of monthly financial results
* Review and process accrual and prepayment journals as required to support financial reporting and monthly billing transactions
* Partake in cross functional working across Business Shared Services and the wider business to drive best practice and to standardise approach
* Input into the completion of accurate monthly balance sheet reconciliations, providing explanation for any significant movements and following up on any actions post management review.
* Provide financial support and training to operational staff as required
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Studying towards a professional accounting qualification, or qualified by experience
* Working knowledge of the following systems desirable – SAP / MS Excel / Essbase
* Comfortable working at pace and managing their own responsibilities
* Able to demonstrate experience of working under own initiative and taking responsibility for continuously driving improvements, both alone and as part of a wider team
* Demonstrable communication skills with finance and non-finance colleagues
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
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| 9. Management Approval – To be completed by document owner |
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| Document Owner |  |

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| 10. Employee Approval – To be completed by employee |
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| Employee Name |  | Date |  |

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