

Job Profile

Job Title	Assistant Management Accountant
Reports to (job title)	Finance Manager
Job Reference No.	HOMEJD591

The job in a **nutshell...**

Combining a passion for finance and customer service, you play a role in supporting the production of an accurate budget and monthly management accounts. You're also involved in all areas of management accounting, including forecasting, balance sheet reconciliations, business partnering and producing written reports. It's all about developing your skills, maximising the use of our systems and continually improving our processes to ensure the management accounts function is truly brilliant!

What **success** will look like...

You'll be responsible for:

Supporting the delivery of robust, and well understood budgets. You'll achieve this by working closely with the management accountants and finance managers in your team and supporting them as well as colleagues in your business area, using your insights to share your knowledge and ideas.

Helping to produce the monthly management accounts and forecasts that are accurate and insightful. This will involve processing journals and at times working directly with internal customers to help them understand their numbers.

Delivering a brilliant service to customers in your business area, both directly and by supporting the management accountants in your team. You'll help colleagues understand current performance and trends so they can effectively manage their finances.

Continuously developing your skills so that you have a strong knowledge of all areas of management accounting, which will both ensure we deliver a brilliant service to the business and put you in a great position for future progression should that be a career goal of yours.

Effective collaboration with internal and external stakeholders, including budget holders and the leadership team within Finance, and ensuring strong relationships are developed and maintained.

Accurate accounts through robust controls and well managed balance sheet reconciliations.

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You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable skills

- **We have an eye for detail**
 - Pays attention to the details
 - Using and recording information accurately and timely
- **We are great influencers**
 - Be curious - listen to understand your audience's situation or style
 - Be a real self-starter
 - Build rapport and develop relationships
- **We are intuitively collaborative**
 - Work together to understand how our strengths compliment each other in achieving our goals
 - Work with others as part of one Home Group Team
 - Be open, respectful, and value different opinions and ways of working

Technical qualifications, experience and knowledge

- **You'll have some accounting knowledge through either relevant experience or an apprenticeship qualification such as AAT.**
- **You'll be working towards, or aspiring to work towards, an accountancy qualification such as CIMA, ACCA, ACA or equivalent.**
- **You will have excellent communication skills and be able to present both verbally and in writing in a way that is focused, insightful and engenders action.**

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

Previous experience working with Oracle finance, Excel for Apps and Power BI.

Knowledge of the housing sector is also going to be handy.

We're all **accountable** for...

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

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Other **important** stuff...

You'll be a budget holder? No ☒ Yes ☐...

You'll manage people? No ☒ Yes ☐

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional ☒ Regular ☐ Frequent ☐



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