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| **Job Title:** | Management Accountant |
| **Reports To:** | Commercial Finance Manager |

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| **Job Summary:** | To support with full management accounts preparation for a proportion of the care homes in the Group  |

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| **Role Responsibilities:** |
| * Full P&L for each care home, with supporting balance sheet reconciliations
* Review and investigate all variances to the budget, including discussions with the home manager and Regional Manager
* Presenting the management accounts to the FD/ HCF for review
* Production of SOX control evidence
* Responsible for the production and accuracy of the monthly Reporting for the Group, distributed to the Directors and Senior Managers.
* Investigating any unusual variances to the previous months or budget.
* Responsible for production and accuracy of the monthly Welltower Investor reporting pack, ensuring all reporting ties back to the finalised management accounts and all deadlines are met per our reporting requirements.
* Preparation of annual budget for a proportion of the care homes within the Group
* Participation in the budget setting meetings with Regional Manager and Operations Director
* Influencing the operations team's budget decisions from a financial viewpoint whilst considering the impact this may have on the home and its residents.
* Reviewing budgets against prior year and budgets and actual performance and commenting on major variances
* Leading ad-hoc projects as they arise; this can vary from the introduction of a new process across all homes to a deep dive investigation into an individual home on specific financial issues.
* We are a growing and fast-paced business, and there are opportunities for the right candidate to get involved in other projects, such as the integration of new homes and other financial modelling.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Experience in a similar role in a large, complex and ideally multi-site business  | E | CV/Application form /Interview |
| Experience in improving systems and processes | E | CV/Application form/Interview |
| High level of IT proficiency  | **E** | CV/Application Form/Interview |
| **Knowledge/Skills & Abilities** |  |  |
| Accurate, diligent and able to stick to strict deadlines  | E | Interview |
| Good communication skills  | E | Interview  |
| Proactive individual, willing to challenge the operations team and take ownership of improving the financial performance in the home. | E | Interview  |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |