



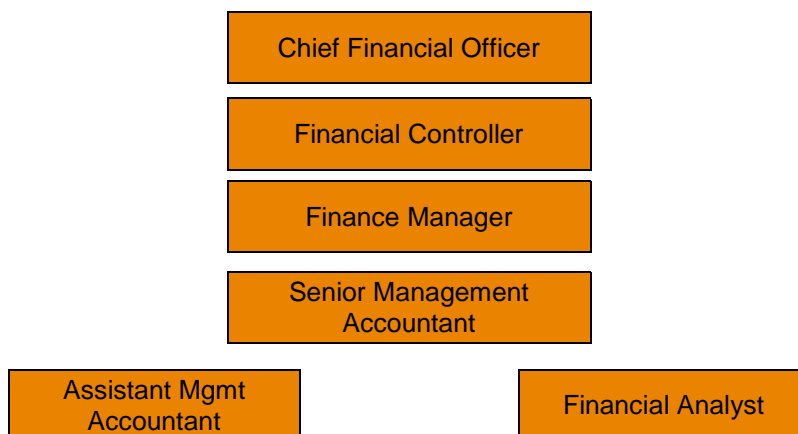
## Job Description

<b>Job Title</b>	Senior Management Accountant	<b>Function</b>	Finance
<b>Reporting to</b>	Finance Manager	<b>Direct Reports</b>	Assistant Management Accountant Financial Analyst
<b>Working Hours</b>	Standard 35 hours per week Normally working Mon – Fri 9am to 5pm with additional hours as required		

<b>Job Purpose</b>
Responsibility for Management Accounting & analysis, for management and operational use, with specific focus on PPL's Licensing and finance systems.

<b>Context of the Role</b>
<p>Reporting to the Finance Manager, this role has responsibility for the management of the Assistant Management Accountant and Financial Analyst.</p> <p>This role will have overall responsibility for the Company P&amp;L, detailed reporting and analysis relating to both revenue and costs to help make key business decisions and also drive process/reporting improvements. In addition they will play a full role in the preparation for the annual budget and re-forecasts and management of associated balance sheet accounts.</p> <p>They will need to work closely with the rest of the Finance department in order to carry out their responsibilities and ensure consistency and best practice is developed and maintained across the function.</p> <p>They will work closely with Directors, department heads and other budget-holders; reporting and reviewing actual and forecast performance at both detailed and summary level. They will work co-operatively and positively with all internal departments to provide a service for ad-hoc financial requirements.</p> <p>External contact will mainly be with PPL's external Auditors as this role is a key resource for both the statutory and distribution audits.</p>

## Organisation Chart



## Key Accountabilities

1. To take full responsibility for the performance management of the Assistant Management Accountant and Financial Analyst in order to ensure that quality and deadlines are achieved and maintained and that any issues are managed in line with Company Policies and Procedures.
2. Responsibility for reviewing the company profit & loss account and relevant sections of the Balance Sheet to ensure they are completed accurately and on a timely basis, and to provide supplementary reporting, analysis and support to all budget holders and the Executive team.
3. Preparation of the annual budget and monthly re-forecasts including monthly meetings with budget-holders and quarterly meetings with Finance Manager and Financial Controller.
4. Responsibility for obtaining, collating and verifying information on a monthly basis for inclusion in Executive management pack.
5. Responsibility for reviewing monthly payroll and updating monthly forecasts.
6. To ensure the provision of timely and valuable management and operational information across the business, maintaining and expanding a range of reports in order to assist budget holders in the effective management of their costs and revenue targets.
7. Responsibility for accurate allocation of company costs against individual revenue streams.
8. To implement improvements of Finance processes (including profit and loss reporting and month-end process, reporting and analysis, etc.) and systems in order to achieve an effective and efficient way of working.
9. To play a key role in the annual statutory audits in order to ensure PPL are compliant in all responsibilities within this area.
10. To be responsible for the management of the workflow and performance of the team, against defined goals and objectives, using all available management information, ensuring that service standards, targets and quality are achieved and maintained.
11. To recruit, train, develop and motivate direct reports to ensure the delivery of high performance, acting as an enthusiastic, positive and motivated role model for the team.
12. To proactively manage personal development, in order to increase performance levels and provide opportunities for career development.

The above outlines the key accountabilities of the role and the company reserves the right to vary these to suit the requirements of the business.



## Person Specification

<b>Job Title</b>	Senior Management Accountant	<b>Function</b>	Finance
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FACTOR	ESSENTIAL	DESIRABLE
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Newly qualified or passed finalist in relevant accounting qualification – CIMA or similar.</li> </ul>	Business Studies or Accounting degree.
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 3 years experience working as a management accountant covering all aspects of Profit &amp; Loss accounting, forecasting &amp; budgeting and experience of managing staff.</li> <li>Experience of providing supplementary analysis and commentary to senior colleagues.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>A high level of computer literacy – needs to be a proficient user of financial systems &amp; competent in the Microsoft Office suite – Excel, Outlook, Word &amp; Powerpoint.</li> <li>Advanced Excel skills including look- ups, pivot tables and use of advanced formulae.</li> <li>Excellent written and verbal communication skills.</li> <li>Confident dealing with colleagues of all levels, including Executives.</li> <li>Ability to analyse, interpret and provide insight &amp; commentary on financial reports</li> </ul>	Previous experience of Oracle Financials.
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Significant knowledge of Management Accounting, forecasting and budgeting.</li> <li>Experience of preparing reports and analysis for presentation to senior management.</li> <li>A good understanding of the different functions of finance including Accounts Receivable and Accounts Payable.</li> </ul>	
<b>Behavioral Competencies</b>	<ul style="list-style-type: none"> <li>Professional, committed and organised approach to work with a drive for results and a customer service focus.</li> <li>Ability to manage, motivate, lead and develop others.</li> <li>Good analytical skills combined with attention to detail and good communication skills.</li> <li>Ability to work under pressure, use judgement to make decisions and adapt to change.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Commitment to continual professional development.</li> </ul>	