

HOLY CROSS HOSPITAL

JOB DESCRIPTION

Job title:	Management Accountant
Responsible to:	Finance Director
Accountable to:	Finance Director
Key working relationships:	Leadership Team, Finance Director, Senior Payroll Administrator, Reception Team, external providers (eg Accounts IQ, payroll provider, accountants).

1. JOB SUMMARY

The Management Accountant is a key member of the Finance Team and responsible for day-to-day accounting and financial management. Key person responsible for Bought ledger, assisting the Finance Director in the preparation of budgets, assisting with reporting on financial performance together with taking the lead on cash flow forecasting, Gift Aid, monthly payroll Journal and expenses. Responsible for ensuring accurate financial data using the Accounts IQ system. There is also an element to this role of providing training and support for LD and Managers developing their knowledge and skills around financial principles and budgeting.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1 Management and Statutory Reporting

- 2.1.1. Reconcile all balance sheet accounts monthly, including accruals and prepayments.
- 2.1.2. Support the preparation of the annual accounts for the external financial audit and play an instrumental role during the audit process.
- 2.1.3. Reconcile the Hospital's bank accounts including Patient online accounts weekly and monthly.
- 2.1.4. Reconcile Trade Shift and other Commercial Income to Bank Accounts producing monthly sales and analysis reports.
- 2.1.5. Reconcile TM3 accounts with Nominal ledger.

2.2. Budgeting, Forecasting and Cashflow Statements

The Post holder will be responsible for the effective day-to-day Purchase ledger and cashbooks. This will include but not limited to:

- 2.2.1. Supporting the Finance Director in the preparation of the annual budget and reforecasts.

2.2.2 Create forecast reports and statements as and when required.

2.3 Business Partnering and Collaboration

2.3.1 Act as a business partner to all Holycross staff members, providing financial insights and support to meet organisational goals.

2.3.2 Work alongside external support services (e.g., payroll providers and digital finance systems) to ensure smooth operations and excellence in the Finance department.

2.3.3 Collaborate with external auditors and other stakeholders to ensure compliance and effective financial management.

2.4 Digital Systems and Processes:

2.4.1 Maintain efficient digital finance systems and processes to streamline financial operations (Exchequer, Accounts IQ for example).

2.4.2 Ensure the accuracy and timeliness of digital records and reporting systems.

2.4.3 Evaluate and improve digital tools and workflows to enhance departmental efficiency.

2.5. General Finance Department Duties:

2.5.1 Responsible for sales ledger, purchase ledger, and payroll functions as needed.

2.5.2 Support the Finance Director to issue and maintain records of purchase orders and associated invoices.

2.5.3 Support the Finance Director to maintain and post all petty cash transactions.

2.5.4 Assist the Finance Director to prepare ad hoc financial reports and information for the Leadership Team (LT), and other stakeholders as required.

2.5.5 Respond proactively to financial queries from staff.

2.5.6 Support the ongoing review and development of the Finance department's systems and procedures.

2.5.7 Maintain customer-facing systems and ensure smooth operations for Finance department stakeholders.

2.5.8 Reconcile supplier statements

2.5.9 Deputise for the Finance Director when required.

Person Specification

		ESSENTIAL (E)	DESIRABLE (D)
Qualification and membership	Part-qualified ACCA/CIMA/AAT relevant degree or training towards a relevant professional accounting qualification. At least 3 years relevant practical experience in accounting and finance.	E E	
Experience and Knowledge	Experience in preparing management accounts budgets, forecasts, and cashflows. Experience in reconciling balance sheet control accounts including salaries. Proficiency in using accounting software and digital finance systems. Previous experience working in a Finance department. Experience in customer service and promoting financial literacy. Experience in the payroll process Excellent Microsoft Office skills	 E E E E E	D D D

Skills and Abilities	<p>Strong customer service focus and ability to build effective working relationships.</p> <p>Ability to engage, motivate, and support team members.</p> <p>Excellent communication skills (face-to-face, MS Teams, phone, and email).</p> <p>Proficiency in IT tools for report writing, email, and database management.</p> <p>Excellent time management and organisational skills.</p> <p>High level of accuracy, attention to detail, and methodical working.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
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This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

Signature:..... Print name:.....

Post holder

Date:

Signature: Print name:.....

Director of Finance

Date:.....