

Management Accountant – Kingswinford

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Monday – Friday 9:00am – 5:00pm
Department:	Finance
Location:	LCP House, Pensnett Trading Estate, Kingswinford, DY6 7NA
Salary:	Negotiable

Purpose:

The Management Accountant will develop, maintain, and distribute ad-hoc in-depth analysis reports and financial models as required whilst being responsible for a mixed portfolio of properties, including Industrial, Retail and Residential sites.

Key Responsibilities:

Forecast P&L and Monthly Management Accounts:

- Produce monthly profit and loss account and variance report with commentary for the Financial Accountant.
- Review operational income and expenditure and post journals as required to ensure accuracy of monthly reporting is maintained to a high standard.
- Monitor performance indicators, highlighting insightful and accurate trends and analysing causes of unexpected variances.
- Responsible for monitoring service charge recovery and explaining shortfalls.
- Ensuring cost recharging to tenants is undertaken where applicable.
- Work with Commercial Accountants to produce performance reports for Asset Managers / Sector Directors quarterly reviews along with rolling property P&L forecasts.

Other Duties:

- Identify opportunities to improve cost management across the portfolio.
- Ensure acquisitions are implemented accurately and efficiently, communicating with Property Accountant, Financial Accountant, and credit control as required to ensure a smooth transition.
- Reporting of refurbishment expenditure – agreement with the Financial Accountant as to the appropriate treatment split between exceptional costs and capital expenditure.

- Responsible for completing head rent calculations by liaison with Asset Managers and landlords where required.
- Working closely with the Asset Management admin team to manage rates and rate mitigation costs to ensure our liabilities are correct and refunds are received.

Person Specification:

- Excellent Communication and presentation skills.
- Ability to liaise and communicate with senior management and people from a non-finance background.
- Highly numerate and analytical with the ability to gather, manipulate and present large quantities of data effectively.
- Be well-organised, with strong organisational skills and able to develop and monitor plans to consistently meet agreed deadlines.
- Should be commercially aware with the ability to challenge costs on all levels.
- “Can do” approach with strong initiative and drive.
- Willingness to challenge and critically analyse information.

Qualifications / Training:

- Part qualified / studying accountant.
- GCSE Grade C or above in English and Math (or equivalent).