

Job Description	
Job title: Management Accountant	Hours: 40 hours per week
Reporting to: Finance Director	
Base: Remote / Central Office	

Job Purpose
Manage the end-to-end process in providing meaningful and accurate information to senior management to aid decision making across Principle Care Homes

Responsible for:	Person Specification
<ul style="list-style-type: none"> • Day to day bookkeeping • Preparing payment runs and invoice checking • Processing expenses • Review and process payroll • Debt collection, managing age debt • Issuing invoices, direct debits • Opening and closing billing lines • Leading on financial system implementation • Monthly management accounts including consolidation • Compliance - VAT returns and confirmation statement filings • Management information reporting • Budget plans and coordination • Procurement research support • Banking • Financial modelling internally and for external stakeholders e.g. funders • Provide information and liaise with funders • Liaising with Tax Advisors and accountants on various matters • Year end accounting • Cash flow forecasting and cash balances • Finance point of contact for Team and Residents 	<p>Essential Qualifications</p> <ul style="list-style-type: none"> • ACA/ACCA level (part qualified-desirable) • Minimum 5 years of accounting experience <p>Proven Experience in the following areas</p> <ul style="list-style-type: none"> • Working in a high pace environment with different priorities • Values driven • Experience within a care home group (desirable) <p>Skills and knowledge</p> <ul style="list-style-type: none"> • Advanced Excel skills • High attention to detail • Self-motivated

This job description is not prescriptive; it merely outlines the primary aims and tasks and responsibilities which may evolve and change over time. Any changes will be made in consultation with the job holder and in agreement with the Senior Management Team.