

Job Description

Job title	Management Accountant
Job type	Permanent, full time (37.5 hours per week) – part-time considered
Salary range	£40,000 - £45,000
Team	Finance
Location	Across Hethel Innovation (HIL) sites – flexible and part-time home working considered
Responsible to	Head of Finance
Effective date	Summer 2024

Role and Context

Job Overview

The role of the Management Accountant is to maintain and improve Hethel Innovation's day-to-day finance operations, ensuring financial information is complete, accurate and available on a timely basis, and supporting the effective use of that information. HIL is an ambitious business with exciting plans, and good financial information is critical to our ability to scale up.

You will be responsible for accounts receivable and payable workflows, reconciliation of key accounts, processing submissions for compliance purposes, and prepare HIL's management accounts and forecasts. You will also support the 'partnering' of the Finance team with other departments, as well as contribute to the development of innovative new services for HIL's customers. Supporting the Head of Finance with management and skills development of both Finance Assistants and those in financial administration roles across the business will also be an essential requirement.

You will be highly competent in handling financial and operational data, have excellent levels of attention to detail, and demonstrate interpersonal skills, ambition, and creativity.

Context

- HIL manages three enterprise hubs: Hethel Engineering Centre, Scottow Enterprise Park, and the Broadland Food Innovation Centre, all located in Norfolk. We have bold plans to grow our footprint in the next few years.
- HIL also carries out innovation consultancy projects for businesses and public sector customers in the wider region, as well as developing innovation platforms to progress opportunities in key regional sectors. HIL is planning to significantly scale up this arm of the business.
- The direction of HIL given to it by our shareholder (Norfolk County Council) is to deliver economic development in Norfolk.

Other Job Information (e.g. any special factors or constraints)

- Flexible and part-time home working arrangements will be considered; you will however be expected to attend HIL's sites as required by management and/or to attend key meetings.

Principal Duties

- *Business partnering and new product development:*
 - Working with the Head of Finance and other departments to streamline processes, improve controls and risk management strategies, and unlock information to aid decision-making
 - Assisting with strategic projects, including the development of a new integrated reporting framework across the business, and financial modelling including scenario analysis
 - Supporting the Head of Finance to design and implement new services which generate value for HIL and its customers

- *Reporting and compliance:*
 - Preparing and presenting management accounts and carrying out month end reconciliations and journals
 - Preparing and presenting detailed profit and cash flow forecasts and associated variance reports
 - Ensuring compliance with VAT and payroll requirements including processing submissions to HMRC
 - Coordinating with external auditors to facilitate audits and address audit findings
 - Analysis of business data to generate insights for colleagues and other stakeholders

- *Accounts receivable:*
 - Onboarding customers and carrying out credit checks
 - Supporting Finance Assistants in the invoicing of HIL's recurring and one-off services
 - Reconciling customer accounts and resolving queries while providing first-class customer service
 - Credit control activities including liaising with debt collection agencies and solicitors as appropriate
 - Monitoring and communicating key metrics relating to accounts receivable

- *Accounts payable:*
 - Supplier onboarding
 - Ensuring purchase orders and purchase invoices are processed correctly and on a timely basis
 - Working with Finance Assistants and other finance administrators across the business to implement and monitor the HIL procurement policy
 - Overseeing the processing of payments

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Qualified ACA, ACCA or CIMA 	<ul style="list-style-type: none"> • Holds a qualification relating to Business, Economics or Data Science • Evidence of continued professional and personal development • Membership of a relevant professional body

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Working within an accountancy practice or finance department of a business • Using data to improve business processes and generate actionable insights 	<ul style="list-style-type: none"> • Leading on the introduction of new processes • Data analysis and business intelligence projects • Process improvement and automation, including the use of AI systems • Working in an innovation consultancy and/or commercial property management environment

	<ul style="list-style-type: none"> Line management of junior staff members
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Thorough understanding of UK business financial reporting, compliance and tax regime Proficient and enthusiastic user of Excel Bookkeeping and management accounting software e.g. Xero, QuickBooks and associated plug-ins Proven ability to communicate effectively to non-finance colleagues Strong organisation and time management skills 	<ul style="list-style-type: none"> Use of business intelligence software such as PowerBI or Tableau Financial and other data analysis, statistics and communication Innovation and new product development Supporting business growth and scale-up Sustainability measurement and reporting
Attributes	
<ul style="list-style-type: none"> High levels of attention to detail and methodical approach Critical thinking and interested in solving problems Communication and emotional intelligence Motivated and ambitious – leadership potential Creative and strategic-minded 	
General Information	
<ul style="list-style-type: none"> HIL offers perks and benefits to its staff including flexible and home working, as well as access to private medical insurance. The job description details the main outcomes of the job and will be updated if these outcomes change. All work performed/duties undertaken must be carried out in accordance with relevant HIL policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns. Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. 	
<p>The information in this job description is accurate and reflects the requirement of the role:</p> <p>Line Manager: Aaron Hunter</p> <p>Position: Head of Finance</p> <p>Date: June 2024</p>	