

## **Job Description – Management Accountant**

**Reports to:** Accounting Finance Manager  
**Based:** Peterborough  
**Hours:** Monday to Friday inclusive, from 9.00am till 5.00pm (totalling 35 hours per week) *A flexible approach to working hours is required due to the nature of the role within a busy finance team.*

### **About Us**

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

### **Job Purpose:**

To provide effective support to the Accounting Finance Manager and to be responsible for ensuring the accuracy of the financial records and reporting.

### **Key responsibilities and duties:**

#### **Month-end**

- Responsibility and ownership for a proportion of dept P&L's - looking at income, overheads, and margins.
- Posting of all month end journals as required.
- Preparation of the monthly management accounts pack and variance commentary to agreed timescales including the board pack production
- Track and monitor costs in line with the current forecast and/or budget.
- Balance sheet reconciliations including the proactive investigation and follow-up of queries.
- Attendance at Business Partner meetings for all income areas, including membership & training and become the champion in these areas
- Any other tasks/ deliverables as required.

#### **Year-end / Budgeting**

- Assist with the year-end close and audit.
- Play a pivotal role in the annual budgeting process

#### **Weekly Reporting**

- Membership/Training weekly reports and the relevant income recognition.
- Responsible for Marketing Tracker and other cost trackers required such as for Events and Projects and attendance at the project meetings
- Responsible for the weekly forecasting

**Ad Hoc Reporting**

- Responsible for producing weekly/monthly KPIS for the business
- Responsible for weekly and monthly payroll reporting

**Other**

- Pro- active in sorting out queries that come from the Business.
- Assist in new commercial contracts or any that are up for renewal
- Assist with the introduction of the new BI reporting or new finance system.
- Any other tasks as required by Finance Management.

**Processes and Procedures**

- Prepare / update Standard Operating Procedures (SOPs) as and when required.
- Work with the Accounting & reporting Manager on initiatives and process improvements.
- Assist with updating company policies whereby Finance is the guardian.

**Key skills:**

- Part Qualified Accountant (CIMA/ACCA/ACA) studying towards a qualification.
- Must have some commercial exposure
- Must be a people person.
- Strong teamwork and communication skills essential.
- High proficiency in Excel.
- Be proactive and awareness of deadlines.
- Positive 'can do' attitude.
- Someone who would like to progress in their accounting career.
- An appetite to develop or change processes to improve efficiency.

**General:**

- Employees are required to follow the Standard Operating Procedures (SOPs) for all finance processes.
- Employees must adhere to all company policies and procedures including the RHA's Information Security & GDPR policies which outline their obligations regarding confidentiality of information including passwords.
- Any other tasks which can reasonably be performed as requested by the RHA.
- There may be occasions when it is necessary for duties to be undertaken away from the office.
- Adhere to the Companies Act requirements related to document retention.
- Adhere to Finance Team Charter.

**General Responsibilities:**

All employees of the RHA have the following responsibilities:-

**Health and Safety**

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

**Training and Development**

- To undertake all reasonable training, learning and development activity designed to support you in your role

**Diversity and Equality**

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

**Quality Policy**

- To be responsible for the activities required to support the organisation's Quality Policy

**Data Protection Policy**

- To be responsible for the activities required to support the organisation's Data Protection Policy.

**Employee's Signature:**

**Date:**

**Manager's Signature:**

**Date:**

**Review Date:**

**Date:**