



Job Description **Management Accountant**

Reports to: Accounting and Reporting 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 & Reporting 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.
- Maintain accruals / provisions and prepayments schedules.
- 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.
- Responsible for either Vat /Stock reconciliations including Vat returns and stock counts, and to become a champion for one area.
- Attendance at Business Partner meetings where required.
- Manage the capex process and maintenance of the Fixed Asset Register.
- Special Interest Group reporting.
- Supporting Benevolent fund accounts preparation and reporting.
- Any other tasks/ deliverables as required.

Year-end / Budgeting

- Assist with the year-end close and audit.
- Assist with annual budgeting.

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.

Ad Hoc Reporting

- Complete and submit Office for National Statistics forms by required deadlines, working with other members of the team when required.
- Provide accurate and timely other reporting such as AR27 returns.

Other

- Responsible for posting all Exchequer day books and performing the necessary before and after checks.
- Responsible for setting up new GL codes and cost-centre/ departments when approved.
- Pro- active in sorting out queries that come from the Business.
- Assist with the introduction of the new BI reporting.
- 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 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: