

Title: Management Accountant
Reporting to: Finance Business Partner Manager
Direct Reports: N/A

PURPOSE OF POSITION

The Management Accountant role is responsible for producing the financial reporting and analysis to meet the internal and external needs of the Company and its subsidiaries. The Management Accountant takes a primary role in supporting the Finance Business Partner Manager and business with monthly divisional reporting to the Board, fixed asset processing and process improvement, preparation of the annual budget and continuous improvement in development of the budget process, forecasting medium and long term cashflows (to provide information to the Financial Accountant for Swaps analysis) and performance, financial modelling, and setting a professional standard for the rest of the team in all facets of their work.

The role actively monitors business performance and supports the Finance Business Partner Manager in providing best practice and service excellence across the Finance function in ensuring that all business needs are understood and consistently met through following best practice and company policies and procedures.

POSITION VALUES

The role of Management Accountant is considered a key position within the team, and it is expected that the Management Accountant maintains a high level of professionalism and integrity, displays a positive attitude and team focus, and is enquiring and articulate while ensuring the Company values are always upheld.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- Finance Business Partner Manager and the Executive Leadership Team
- Finance team
- Administrative Services Manager for Field Services
- All MainPower staff
- Key suppliers, advisors and consultants

ACCOUNTABILITIES	RESPONSIBILITIES AND PERFORMANCE MEASURE
<p>Internal Reporting Provide accurate and timely accounting support to the organisation in accordance with policy</p>	<p>Primary:</p> <ul style="list-style-type: none"> • Prepare monthly reports for the Department and Cost Centres noted below and provide financial and commercial analysis for department managers including key budget variances. • Support department managers with forecasting and provide financial analysis forecast variances against budget. <p>Secondary:</p> <ul style="list-style-type: none"> • Maintain general ledger reconciliations, journals, and accruals to ensure they are properly processed and entered in an accurate and timely manner for Departments and Cost Centres. • Ensure balance sheet reconciliations and supporting documentation are in accordance with accounting and audit standards. • Ensure ad hoc reporting is completed within agreed timeframes. • Provide financial analysis as required by the Finance Business Partner Manager and GM of Finance.
<p>Fixed Asset processing and analysis Manage the timely and accurate maintenance and reporting of the Company's fixed assets</p>	<ul style="list-style-type: none"> • Maintain current and accurate fixed asset registers, ensuring compliance with relevant account standards, tax treatments (working with the Financial Accountant) and regulatory requirements. • Process asset capitalisations and disposals on a timely basis. • Reconcile registers each month end. • Provide meaningful reporting of assets under construction. • Ensure adequate governance over capital expenditure by analysing CAPEX spend against delegated authority and following up anomalies. • Prepare and maintain process notes for the finance functions relating to assets, including the capital expenditure function.
<p>Budget Management Provide support to the Finance Business Partner Manager in the preparation of the annual budget</p>	<ul style="list-style-type: none"> • Assist in preparation of a comprehensive annual operating budget that captures key input from the Company's budget stakeholders. • Establish and regularly review budgeting & forecasting models and templates to ensure relevant and required information is reported on and is clearly presented. • Provide support to the Finance Business Partner Manager to prepare consolidated expenditure versus budget reporting.

	<ul style="list-style-type: none"> • Assist budget holders in analysis of budget performance and completion of unbudgeted expenditure requests. • Monitor expenditure to ensure it complies with delegated authority levels. Prepare accurate and timely financial and management reporting, including analysis of variances and commentary to explain variances against budget. • Support the development and implementation of templates and processes for quarterly forecasting.
<p>Statutory Compliance</p> <p>Provide support to the Finance Business Partner Manager for ensuring Company compliance with all statutory company administration, financial, taxation and regulatory requirements.</p>	<ul style="list-style-type: none"> • Provide support to the Finance Business Partner Manager to ensure all statutory or regulatory returns, reports and disclosures are completed and filed within required time frames and payments are made as directed.
<p>Health and Safety Leadership</p> <p>Provide support to the Finance Business Partner Manager to develop a culture of health and safety within the Finance team</p>	<ul style="list-style-type: none"> • Positively contribute to the Company's Health & Safety culture through active support and adherence to internal policies and procedures. • Demonstrate behaviours that promote HSEQ practices, policies, and values of the Company.
<p>Professional Development</p> <p>Undertake all professional development required to maintain competency and accountability</p>	<ul style="list-style-type: none"> • Establish and implement personal Key Performance Indicators (KPIs). • Develop and regularly review individual performance, identifying opportunities to improve performance and achievement KPIs. • Report regularly to the Finance Business Partner Manager on matters of importance including achievement of team objectives and personal performance. • Attend regular training and experiences that support and maintain professional competency as appropriate for the role and wider Finance function.
<p>Documentation</p> <p>Supports Company practices by ensuring all finance processes and procedures are best practice and report to the Finance Business Partner Manager and/or GM Finance on all areas of responsibility as required</p>	<ul style="list-style-type: none"> • Maintain a full understanding of all the Company's policies, procedures, and practices. • Apply and communicate best practice Accounting processes throughout the organisation; ensuring documented standard processes and appropriate controls are in place for the Finance departments activities. • Continuously evaluate and identify any opportunities or areas to drive improvements that can impact both company and customer experience.
<p>Team Participation</p>	<ul style="list-style-type: none"> • Provide support to MainPower during emergency response and adverse weather events. This support may include

<p>Contributes to the wider team as required to achieve Organisational objectives</p>	<p>secondment to other areas of the business as required in order to provide support to the customer and community.</p> <ul style="list-style-type: none"> • Ensure the Finance Business Partner Manager is kept informed of all issues and developments pertinent to the effective and professional service of the Finance function to the rest of the business. • Participate fully in meetings with colleagues throughout MainPower, contributing as appropriate and supporting colleagues as required. • Undertake any further responsibilities as reasonably requested by the Finance Business Partner Manager and/or GM of Finance.
<p>Cover Provide support to the Finance Business Partner Manager in ensuring adequate cover of key Finance functions.</p>	<ul style="list-style-type: none"> • Provide cover for other Finance functions as required including cashflow monitoring, and tax compliance. • Provide cover for internal labour and plant rates and analysis. • Provide support and back up to other Finance team members to ensure a consistent delivery of all payroll and accounting services to the business.

COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

To be effective in the position, the Management Accountant shall have and be able to consistently demonstrate the attributes and behaviours described below:

- Actively demonstrate professionalism throughout the Company and the industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Be proactive, energetic, enthusiastic and positive in all dealings with colleagues and customers.
- Have tenacity in pursuing goals, show focus in the face of opposition and ensure personal goals are aligned with the Company objectives.
- Demonstrate a strong understanding and commitment to the values of the Company.
- Positive attitude to challenge, keen to expand knowledge and skills in all areas of the business
- Make and implement timely decisions that have broad impact across the Company.
- Positively contribute to the Company's health and safety culture through active support and adherence to internal policies and procedures.
- Regularly update knowledge and skills through effective training and education.

COMPETENCIES – SKILLS AND EXPERIENCE

To be effective in the position, the Management Accountant shall have and be able to demonstrate the following skills and experience:

- Be in pursuit of a Chartered Accountant or CIMA qualification
- Proficient in Excel with proven skills in data analysis
- Self-motivated and driven - able to work autonomously and cope under pressured deadlines

- Good team player with a questioning, inquisitive, challenging, problem solving mindset.
- Excellent communication skills, both written and verbal
- Demonstrate a strong understanding and commitment to the values of the Company

This document is not intended to be exhaustive in terms of detailing the role and responsibilities of the Management Accountant position but to at least to provide a 'flavour' of the requirements of the role – you may be asked to complete other duties for the betterment of the business from time to time.