



Creating great homes together

# Role Profile

**Position**

**Management Accounts Assistant**

**Reporting to**

## What you can expect

**We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.**

- You'll be part of a team that supports budget holders makes a difference to people's lives and their communities.
- Work in a friendly and supportive team.
- Home working with some face-to-face training.
- Flexible working hours & Pension.
- Training & development, including involvement with projects.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

## What you are known for

- Communicating effectively.
- Being curious about the data to ensure a clear understanding.
- Explaining finance to non-financial people.
- Analysing and discussing data to support budget holders with value adding decision making.
- Ensuring work is accurate and setting yourself high standards.
- Maintain confidentiality in line with organisational policy.
- Being able to work to deadlines and under own initiative.

## What you take care of

- Ensuring appropriate accruals are made in the accounts each month.
- Prepare and reconcile payroll journals for all departments.
- Monthly partnering with budget holders, explaining variances and supporting forecast updates and project analysis.
- Analysing data (e.g. maintenance, energy use) to support in-depth understanding of financial performance and key drivers.
- Assist senior managers with their annual budget submissions.
- Gather data and population of lead schedules for the statutory accounts.
- Maintenance of the Fixed Asset register including all additions, disposals and replacement of housing property components.
- Prepare and report key performance information.
- Supporting contract procurements.

## What you need to be successful

- Experience of working in a finance team.
- Ability to work with and challenge senior management.
- Clear understanding of the impact of Revenue & Capital transactions on different financial reports.
- Experience of Office 365, Excel in particular, Word an advantage too.
- Working independently and able to manage your workload.

## Qualifications required

**Applicants with transferrable skills are encouraged to apply.**

- AAT qualified.
- Equivalent of 5 GCSE's grade C or above to include Maths & English.