

- **Purpose:** To support and work with the Management Accountants to produce the period end results, balance sheet reconciliations and drive insight and reporting for the Food business area, Finance Managers and Senior Finance Managers.
- **Reporting To:** Lorraine Stokes, Management Accountant – Food and Chloe Sault, Finance Reporting Manager
- **Values:** Co-operation, Self Help, Proactive, Inquisitive, Challenge Status Quo, Equity and Equality.
- **Essential skills and experience:** Effective communicator, able to prioritise and problem solve. Highly organised and able to stay calm under pressure, delivering to tight deadlines. Prior accounting experience preferable with posting journals and reconciling balance sheet accounts.
- **Qualifications:** Graduate or equivalent and/or working towards full accounting qualification

We make a *difference* to Members & customers

✓ Area of responsibility:

- To prepare accurate and timely financial management information and management accounts for review by key financial stakeholders
- To support the Society's external audit and review processes

✓ Measures of Success:

On time and accurate reporting of business area

Adherence to external reporting and audit deadlines

We're *better* every day

✓ Area of responsibility:

- To support in the maintenance of a robust control environment through the completion of the Society's balance sheet reconciliations
- Ensuring activities are aligned to the accounting policies and procedures of the Society

✓ Measures of Success:

Account reconciliations completed on time and actions resolved in a timely manner

Minimal audit findings

We're a *caring* community

✓ Area of responsibility:

- Regular communication with key internal customers on important issues impacting Financial Control and Commercial Finance
- Perform / provide support to other ad-hoc activities/duties/projects, as requested by the Finance Manager or Senior Finance Manager

✓ Measures of Success:

Positive feedback from key stakeholders and collaborative working across Finance division

Cross collaboration and shared knowledge across Financial Reporting Team

We work together with *purpose*

✓ Area of responsibility:

- Completion of delegated balance sheet reconciliations, including the completion of recommendations and actions to resolve any issues. This includes working with wider Finance team as required
- To prepare relevant period end journals and ensure these are reviewed by the Management Accountant as part of the period end close process.

✓ Measures of Success:

Adherence to internal period end and reporting deadlines

Accuracy of financial performance and management information packs