

Assistant Management Accountant (Support)

Society Division:	Finance
Society Reporting Unit:	200700
Location:	<u>Warwick / Lichfield</u>
Reports to (job title):	Senior Management Accounting Manager
Number of direct reports:	3
Number of in-direct reports:	-
Budget / Revenue Responsibility:	-
Key Stakeholders:	Internal • CFO • Head of Financial Control • Senior Management Accounts Manager • Other Finance Teams • Support function team across the business External • External auditors & professional advisers
Date of Job Description:	18/08/26

Role Purpose:

A critical role within Group Finance as we continue to create and grow OurCoop, the largest independent co-operative in the UK.

The structure of the teams today is understandably aligned with the former Central England and Midcounties regional set-up and ways of working. Key to the immediate and future success of the new Society will be greatly improving these ways of working and bringing our people and processes together for Management Accounts.

Our Support functions and individually aligned to Warwick and Lichfield but we are increasingly examining ways to bring these closer together and this role will act as a key bridge between the two areas.

Role Responsibilities:

An exciting role within the Group Finance function supporting with the production of Management Accounts, balance sheet reconciliations, statutory audit and providing analysis and support for our Support functions.

- Ensure the accurate and timely production of management accounts for our Support Functions (inc. HR, Finance, IT etc...) with explanations of key variances and interpretation of financial trends.
- Coordinate and post journals to enable weekly reporting and analysis where required
- Coordinate and post the monthly entries to ensure the relevant accruals & prepayments are processed in line with accounting policies.
- Coordinate the posting of monthly entries relating to shared costs across support and trading divisions e.g. rent & rates, electricity, payroll
- Responsible for producing and maintaining effective and accurate policy, procedure and control documentation and ensuring that all financial transactions are processed in accordance with these agreed control documents.
- Reconcile balance sheet accounts, complete period-end control returns and ensure processes are robust and that any discrepancies are investigated and resolved in a timely manner.
- Support ad-hoc reporting and analysis in line with business needs and finance requirements.
- Support the Commercial Finance and FP&A functions Finance Business Partnering processes for budget, forecast and 5 year planning as required.
- Lead, motivate and develop a team of three direct reports, creating a high-performing and customer-focused team.
- Set clear objectives, priorities and performance expectations aligned to departmental and business goals.
- Provide regular coaching, mentoring and technical guidance to team members, supporting both professional and personal development.
- Review and challenge work produced by team members, ensuring reporting accuracy and adherence to financial controls.

In addition, occasionally situations may arise that require the post holder to perform other duties or tasks as may reasonably be requested by the Society.

This is an exciting time to build experience in the newly merged Society, bringing two finance functions together and assisting with reporting changes e.g. move from 12 to 13 financial reporting periods and looking at ways to greatly improve our automation and analysis.

Qualifications & Experience:

- AAT qualified or studying for ACA, CIMA, or ACCA
- Excellent command of written and spoken English
- Excellent IT skills including MS Excel
- Strong communication skills, able to quickly build rapport with Finance and other colleagues