Senior Management Accountant

Society Division:	**Group Finance**
Society Reporting Unit:	**Group Finance - Management Accounts**
Location:	**Can be based at either Warwick or Lichfield with occasional travel to the other site**
Reports to *(job title)*:	**Head of Group Finance**
Number of direct reports:	**4**
Number of in-direct reports:	**6**
Budget / Revenue Responsibility:	**N/A**
Key Stakeholders:	**Finance and Trading division SLTs**
Date of Job Description:	**June 2026**

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 structuring our teams along functional lines rather than geography.

This role has responsibility for the overall management accounts function. The role will have greater day-to-day involvement in the Management Accounts for Food Retail but will also set the direction and governance for the Management Accounts team of our Specialist Businesses (Early Years, Funeral, Travel, Utilities) and Support functions. As well as supporting and improving the processes for the production of these accounts, this role will also be responsible for co-ordinating the consolidated P&L, Cash Flow and Balance Sheet of the merged entity.

Alongside BAU activities, the Society is embarking on a comprehensive Finance Transformation Programme which will involve the upgrade of its main ERP system and the upgrade / replacement of several supporting systems across the Society. This role will work closely with the Project Team to ensure the requirements of Management Accounts are met across Phase 1 of the programme that will bring both sites together onto one common, existing platform and Phase 2 as we truly transform our future approach.

Role Responsibilities:

Management Accounts – Consolidation and Specialist Businesses

- Co-ordinate the production of consolidated results (P&L, Cash Flow and Balance Sheet) for the Chelmsford, Lichfield and Warwick accounts.
- Work with the Head of FP&A to ensure Actual Reporting supports Budget and Forecast formats and analysis at a consolidated and individual trading group level e.g. Total Society, Total Food, Total Support
- Work with the Senior Management Accountant for Specialist Businesses to develop consistent management accounts reporting; this should address reporting timetables, formats and narrative commentaries
- Design and implement consistent and robust governance and controls to be adhered to across all areas of Management Accounts

Management Accounts – Food

- Lead the Management Accounts function for Food Retail, reviewing workloads and responsibilities to support the needs of the Society and the individual development and succession plans of a team of eight
- Manage the monthly production and review of Management Accounts in line with the period end timetable
- Develop and implement a robust approach to Balance Sheet reconciliations that is applied consistently across the team
- Work with the Head of Financial Control and the Senior Statutory Accountant to develop monthly and quarterly Financial control checks (Balance Sheet Reconciliations etc…)
- Ensure all control checks are completed and reviewed on a timely basis
- Key contact for the relevant Exec and SLT members with responsibility for the trading performance of the various Specialist businesses.
- Support other ad hoc analysis and reporting. This might include e.g. Travel working capital analysis, Margin deep-dives, additional Budget and Forecast inputs

Management Accounts – Regulatory

- Coordinate and review all regulatory returns prepared by the team. This includes;
    - ONS Returns
    - ABTA and ATOL submissions
    - Funeral Plan reporting
- Key point of contact for the external auditors.

Management Accounts – Transition and Integration

- Lead the team through a period of large change, ensuring that the knowledge and expertise of upcoming leavers is appropriately documented and retained
- Work with the Finance Projects team to determine the best approach through integration and to recommend the optimum, scalable processes and ways of working to be adopted with the new finance systems

Systems, Process & Continuous Improvement

- Challenge ways of working to drive increased automation in processes and systems. This includes, but is not limited to; minimisation of manual journal entries, integration of new Travel CMS and its associated data etc…
- Key owner of IFS and the monthly and annual roll forwards / close processes
- Work with the Head of Financial Control and the Senior Statutory Accountant to ensure the chart of accounts supports the appropriate level of both management and statutory reporting & (de)consolidation
- Work with the Finance Transformation workstream to ensure appropriate SME representation for the management accounts team and truly transform the future ways of working for the team

Qualifications & Experience:

Essential Qualifications

- Qualified Accountant (ACA, ACCA, CIMA or equivalent)

Essential Experience

- Experience of managing senior stakeholders and competing priorities.
- Great at stakeholder engagement with strong influencing skills and ability to quickly establish rapport with colleagues of all levels
- Deadline driven with strong customer delivery mentality
- Excellent communication skills
- Strong IT skills, particularly Excel
- Strong Data literacy

• Embraces change and has a genuine interest in process improvement, tech adoption and transforming ways of working

Central England Co-operative Limited,
Central House, Queen Street, Lichfield, WS13 6QD

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