



Job Description

Job Title: Management Accounts Assistant – Fixed Term Contract 12 months (FIN004)

Reports to: Head of Wholesale Management Accounting

Team: Management Accounts Team

Location: Nelson

Salary Band: 4 (£22,717 - £25,812)

As part of the Management Accounts Team you will:

Be responsible for the accurate recording and processing of financial transactions and assist in ensuring management accounting reporting requirements of the business are met. You will post monthly accounting journals and accruals into SAP for month end activities, prepare balance sheet reconciliations in line with the month-end timetable to ensure the integrity of SAP general ledger.

You will have a professional, enthusiastic approach to deliver financial information to non-financial budget holders and managers at different levels within the business.

You will analyse in SAP, prepare and distribute various monthly reports to budget holders as required. You will also be involved in the consolidation of forecasts and business plans for the relevant business area.

As part of this role you will be expected to perform other ad hoc tasks to support the Head of Wholesale Management Accounting.

Principal Accountabilities

- Prepare and post month-end journals and accruals and input into SAP.
- Run blocked and parked reports in SAP and prepare accruals.
- Analyse and reconcile balance sheet codes on SAP ledgers.
- Run monthly finance reports in SAP and export to Excel and Word.
- Consolidation of monthly and quarterly reports.
- Be able to communicate effectively with finance colleagues and business budget holders.
- Develop the confidence and skills to successfully understand cost drivers within business areas.
- Provide an active presence when required within the business.
- Participate in and attend budget holder meetings as required.
- Assist with the preparation of zero based budgets and their input into SAP.
- Audits - assist with any internal or external audit by retrieving any required information.
- Carry out any other duties as required to meet department's needs.

<u>Experience, Qualifications and Skills</u>	<u>Assessment Method</u>		
	A	I	T
Studying towards a recognised accountancy qualification/ Hold a recognised accounting technician qualification (AAT or similar)	✓	✓	
Knowledge or experience of working in a finance environment.	✓	✓	
The ability to ensure that systems and processes are sufficiently robust so as to produce accurate and complete data	✓	✓	
A working knowledge of the SAP accounting system used in the business and in particular SAP financial modules. (FI/CO).	✓	✓	
An advanced working knowledge of Microsoft Excel and Word including lookup and pivot tables.	✓	✓	
Good communication skills comfortable in dealing with members of the finance team and operational business budget holders and managers.	✓	✓	
Ability to prioritise workload and work within tight deadlines.	✓	✓	
Ability to analyse and interpret financial data.	✓	✓	
Ability to engage professionally with finance customers.	✓	✓	

Key: A – Assessed via application form
I – Assessed at interview
T – Assessed using psychometric/ability test

Key Relationships

Internal

- Role reports to head of wholesale management accounting.
- Close working relationships with all members of the management account's team.
- Good relationships with budget holders.
- Internal audit

External

- Suppliers
- External Audit

Competencies	Assessment Method		
	A	I	T
Achievement Motivation - The drive and energy to produce excellent results and to continually find ways of improving relationships, outputs and processes.	✓	✓	
Adaptability - The ability to maintain effectiveness with changing environments, tasks, responsibilities or people. The ability to modify one's approach or style in order to reach a goal.	✓	✓	
Attention To Detail - The tolerance for and ability to handle detail. The ability to be able to analyse, understand and produce detailed information accurately.	✓	✓	
Communication skills - The drive and ability to exchange appropriate information with relevant people at the right time. The desire and skills to seek first to understand as well as to be understood. To be as open as confidentiality allows.	✓	✓	
Ownership and reliability - The readiness to take responsibility for projects or issues and to be accountable for their timely delivery and quality. The capacity and motivation to fulfil consistently any undertakings made. The habit of never letting people down or promising what can't be done.	✓	✓	
Teamwork - The belief in the value of synergy; the drive and ability to work with others to achieve a common goal in an optimally effective way.	✓	✓	

Application Method:

- If you wish to apply **please complete an Application Form** (which can be obtained on the Vacancies page of the Dwr Cymru Website or the Infozone) to recruitment@dwrcymru.com
- In order to assess a candidate's suitability, Applications should demonstrate evidence in relation to the Experience, Qualifications and Skills and Competencies listed above.

Dŵr Cymru Welsh Water is an Equal Opportunities Employer
Welsh language skills are desirable for this post