

Yorkshire Housing Role Profile

Job title:	Management Accountant (Systems)	Leader of others:	Yes
Reports to:	Financial Controller	Contract type:	Agile-Homeworking
Business Area	Finance	Car Allowance:	No
Budget holder?	No	DBS Required:	No

Job purpose

Lead on the production of the monthly financial results and balances. This includes the balance sheet reconciliation process and ensuring the month end financial reports are an accurate reflection of the underlying transactions.

Support and deputise for the Financial Controller and work with the Fixed Asset accountant, finance business partners, and the wider finance team as required.

Supervise the work of an Assistant Accountant.

Key responsibilities

- To maintain the integrity of the Group's month end reporting in line with reporting deadlines
- To maintain the chart of accounts and ensure amendments are properly controlled
- Work closely with the Fixed Asset Accountant and take undertake agreed tasks
- Undertake accounting and reporting of operating and non-operating sales of properties including those on the open market, shared ownership (including stair casing) and strategic disposals in co-ordination with the Fixed Asset Accountant
- Supervise the work of an Assistant Accountant as delegated.
- Lead in monthly review of financial results for business area of responsibility
- Ownership of monthly and year-end balance sheet reconciliation process for delegated areas
- Balance sheet reconciliation approval for delegated areas
- Co-ordinate or perform agreed period end reporting tasks
- Support the production and review of monthly financial reporting
- Assist Finance Business Partners (FBP) to understand the reason for budget variances by reconciling and providing meaningful summaries to help the business identify financial issues
- Attend various monthly meetings with FBP's and other internal business stakeholders, as and when required
- Prepare the balance sheet section of the monthly KPI report
- Provide accounting support to the wider business
- Liaise with internal and external auditors, including provision of accurate information in line with agreed timelines
- Assist in the creation of robust financial controls within the management accounts team
- Ensure that all control account reconciliations are completed in line with financial accounting procedures
- Support the rest of the team during the year end process, ensuring that all deliverables are accurate and on time
- Active involvement in annual budget preparation process, including preparation of delegated budgets such as capitalised interest.
- Prepare regular forecast outturn for discrete, delegated areas.
- Support the maintenance and development of the chart of accounts and work with colleagues from across finance on maintenance of the financial ledger system including systems and access controls
- Support development and upgrade of the financial ledger system

- Develop and manage key relationships with internal and external customers. Ensure clear communication with relevant stakeholders in order to determine requirements and priorities.
- Provide support and training to finance and non-finance colleagues in the use of financial systems, policies and procedures

What you'll bring to the role

The main things:

General

- Previous management accounting experience
- Strong reconciliations experience, particularly balance sheet
- High level of numeracy
- Excellent attention to detail
- Proactive approach to process improvement
- ACCA, ACA, CIPFA or CIMA qualified
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Systems

- Experience of using Open Accounts, or a similar financial ledger system
- Advanced Excel skills

Other

- It's important that you're able to work independently and as part of a team
- Be organised, prioritise your workload and proactively manage your deadlines
- Have strong interpersonal skills, be confident, collaborate with others and communicate effectively.
- Live our values: 'create trust', 'be curious', 'make it happen', 'achieve impact' & 'have fun'

A bonus if you have:

- Experience of working in the social housing sector
- Experience of working with BI systems and MI report writing
- Experience of supporting the implementation of new systems, processes and procedures

Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

Create trust • Do the right thing, not the easy thing • Be honest and open • Do what you say.

Be curious • Think differently • Ask questions • Keep learning.

Make it happen • Own it • Do it • Be empowered.

Achieve impact • Do things that matter • Deliver results • Show pride and passion.

Have fun • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.

Date Profile Last Reviewed:

July 2025