

|                   |                                                 |
|-------------------|-------------------------------------------------|
| <b>Job Title</b>  | Management Accountant                           |
| <b>Reports To</b> | Finance Manager (Ashcourt Durham & Tees Valley) |
| <b>Company</b>    | Ashcourt (Durham & Tees Valley) Limited         |
| <b>Location</b>   | Aycliffe                                        |

### Primary Purpose of the Role

To produce accurate and timely management information that supports operational and strategic decision-making across the business. The Management Accountant will play a key role in month-end close, financial control, and performance analysis, working closely with the wider finance function to ensure the completeness and accuracy of financial information.

### Key Accountabilities

- Prepare accurate monthly management accounts, including P&L and balance sheet analysis, supported by clear schedules and reconciliations
- Deliver the month-end close process in line with agreed timetables, ensuring all journals, accruals, and prepayments are complete and accurate
- Maintain balance sheet reconciliations, investigating and resolving reconciling items to ensure ongoing financial integrity
- Produce detailed variance analysis against budget, forecast, and prior periods, providing clear commentary and explanation of key movements
- Support to provide financial insight and analysis to operational and non-finance stakeholders, supporting effective decision-making and cost control
- Work closely with the wider finance function to ensure the completeness, consistency, and accuracy of financial information across the business
- Support internal and external audit requirements, including preparation of audit schedules and responses to audit queries
- Contribute to continuous improvement of finance processes, controls, and reporting to improve efficiency and quality of information

| <b>Qualifications/Experience</b><br>(What are the qualifications required for this role) | Essential | Desirable |
|------------------------------------------------------------------------------------------|-----------|-----------|
| Part or Full Qualified                                                                   | ✓         |           |
| Previous construction industry experience                                                |           | ✓         |
| Good communicator and team worker                                                        | ✓         |           |
| First Aid / Fire Marshall Trained                                                        |           | ✓         |

| <b>Specific Skills/Knowledge</b><br>(What are the skills required to sustain this role)                                 | Essential | Desirable |
|-------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Strong organisational skills, administrative and planning experience.                                                   | ✓         |           |
| Excellent interpersonal and networking skills, with the ability to communicate effectively with all levels of personnel | ✓         |           |
| Excellent IT skills and knowledge of relevant software                                                                  | ✓         |           |
| Excellent time management                                                                                               | ✓         |           |
| Excellent verbal and written communication skills                                                                       | ✓         |           |
| Approachable and hardworking                                                                                            | ✓         |           |
| Self- Motivated with the ability to Work Without Supervision                                                            | ✓         |           |
| Ability to work on own initiative as well as part of a team                                                             | ✓         |           |
| Strong Attention to Detail                                                                                              | ✓         |           |
| Ability to Handle Confidential Information                                                                              | ✓         |           |
| Excellent multi-tasker                                                                                                  | ✓         |           |