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| Job Title: | Management Accountant |
| **Business:** | Taylor Wimpey Bristol |
| **Location:** | Aztec West, Bristol  |
| **Reports to:** | Finance Manager  |
| **Main Interfaces** | Regional Finance Team; HO Finance Team; Regional Management |

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| Overall Purpose |
| * Preparation of Business Unit accounting records and reports to meet monthly deadlines.
* Assist in the preparation of forecast, projections and budgets.
* Assist in the investigation and analysis of financial and commercial data as requested by Regional Management.
* Assist in the control of the region’s financial ledgers.
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| Key Activities |
| * Process journals into the ledger.
* Reconcile Balance Sheet Accounts.
* Weekly Sales Reporting.
* Monthly Actuals reporting via Hyperion Schedules.
* Assist in the preparation of month end reports required by Head Office.
* Provide cover for cashbook and weekly payroll processing
* Support Finance Manager and Finance Director by assisting in preparation of financial information in an efficient and timely manner.
* Ensure that TW Group Requirements and financial statutory requirements are met and completed on a timely basis.
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| IT/Business Processes |
| * Understand how the IT and business processes operate to ensure optimum use for the business and financial activities.
* Seek to identify improvements in current processes throughout the Finance function.
* Encourage the use of IT and standardisation of processes by promoting and communicating the activity and process.
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| Key Competences |
| * Thoroughness
* Teamwork
* Communication
* Integrity
* Organised working manner
* Attention to detail
* Effective time management
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| Key Experience |
| * Knowledge of MS Office especially Excel.
* Experience within an accounting function with exposure to analytical and reconciliation/control processes.
* User of COINS preferred but not essential.
* AAT Qualified or part qualified ACCA or CIMA
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If you wish to be considered for this role please send your CV to Katie O’Connell by 8 July 2015 (Katie.O’Connell@taylorwimpey.com)