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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 |

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)