

JOB & PERSON SPECIFICATION

Role Title:	Management Accountant
Department:	Finance
Location:	Guernsey
Reports To:	Head of Department : Finance
Direct Reports:	8 direct reports (Day to Day operational matters)
Contract Hours:	Full time

Role Purpose:

The Management Accountant is responsible for preparation of management information for the airline with reporting schedules with timeframes of daily, monthly or as needed business based on business requirements.

This role collaborates with the Financial Accountant to deliver financial results to the Head of Department: Finance (HOD:F), and other Senior Management, Board and Shareholder.

Role Accountabilities and objectives:

The Management Accountant will provide to the HOD:F the following key functions of:

- Management Accounting Oversight: Oversee all management accounting aspects related to Revenue Recognition and Payables reporting, in collaboration with the Financial Accountant.
- Procurement Management: Implement and maintain a procurement management system and drive adherence across the business.
- Monthly Financial Reporting: Facilitate the preparation and delivery of monthly management accounts, budgets and forecasts.
- Cashflow Management: Provide daily cashflow reports to HOD:F with a rolling forecast
- Technology and Process Development: Support the advancement of department technology to enhance the quality and value of management information
- Ad-Hoc Reporting: Prepare any additional management reports as required by the business
- Bank Payment Authorisation: Authorise bank payments as part of the team of approvers
- Team Management: Oversee day to day operations of the Revenue Officer, Accounts Payable Officer and their teams, to deliver the objectives.

Key objectives of the post holder will be to:

- Ensure timely and accurate reporting of monthly management accounts, providing insights that add value to the business
- Assist the HOD:F in cashflow forecasting and capital expenditure planning to align with strategic objectives.
- Develop strong working relationships across the business to foster a collaborative and transparent work environment.
- Providing ongoing support and guidance to direct reports within the finance team and aid in their professional development.

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Specific Responsibilities:

Areas where these responsibilities are focused:

1. General Ledger Management:

- Collaborate closely with the Financial Accountant (FA) to develop a chart of accounts and reporting structure within the accounting systems, ensuring timely, effective delivery of information to the business.

2. Management information:

- Verify that all revenue and expenditure are accurately accounted for in SAGE and the management accounts to facilitate informed decision making.
- Work with the Commercial team to refine revenue management information on a monthly or other relevant basis.
- Coordinate with budget holders to ensure that revenue and capital expenditure is recorded accurately based on proper procurement process execution.
- In collaboration with the FA, complete necessary accounting rules, including provisions and other adjusting journal entries, informed by business requirements.

Reporting:

- Deliver daily cashflow information to HOD:F, and rolling forecast on a monthly basis
- Ensure timely delivery of monthly accounting reports with the required timeframes, including relevant commentary from business stakeholders.
- Conduct regular reviews with the business budget holders of their profit and cost centres to anticipate and address any under/overspends.
- Work with budget holders to forecast for the operational year, consolidating revenue, capital expenditure, and other forecasts into monthly management accounts.
- Expand the use of the non-financial data in regular reporting to provide a more comprehensive view to the management team.
- Support the FA in responding to audit information requests.

Budgets:

- Collaborate with business units to develop annual budgets for each profit/cost centre, and capital expenditure.
- Report monthly budget variances and provide analysis.
- Integrate non-financial data into budget assumptions and analyses as applicable.

System and Process Improvement:

- Identify opportunities to leverage accounting systems and reporting functions to enhance management information and deliver increased value to the business.
- Promote full adoption of procurement methodologies that align with corporate objectives.
- Collaborate with internal and external stakeholders to implement agreed-upon process improvements.

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Balance Score Card (Accountabilities)

- Management Reporting : Produce accurate, detailed daily/monthly reports within specified timeframes to support informed decision-making.
- Payroll accounting: Provide comprehensive financial and non-financial payroll information as appropriate on a monthly basis within specified timeframes
- Budgets: Monitor and report variances and develop forecasting models to support financial planning.
- Internal control: Implement and adhere to full procurement processes to enhance cost management.
- Process Efficiency: Identify and support initiatives streamline processes, reducing turnaround times, and increasing efficiency.
- Risk Management: Identify and mitigate financial risks within the airline, by providing management with relevant and timely information.

Learning & Growth Perspective:

- Professional Development: Participate in CPD activities, formal training, and other learning opportunities relevant to financial accounting and airline operations.
- Performance Improvement: Actively seek feedback and continually enhance skills in financial analysis and reporting.
- Adaptability: Stay responsive to changes financial regulations and industry trends.
- Relationship Building: Foster positive working relationships with management colleagues, including attending company events where appropriate.

Essential Skills/Experience:

- Knowledge of management and financial accounting techniques with the capability to understand and support the provision of timely financial reports.
- Experience in working within the accounting function from trial-balance through to published management or financial results.
- Highly numerate, demonstrating the required technical ability.
- Strong appreciation of the effective use of IT in business
- Proficient in accounting software such as SAGE, or similar, and Microsoft packages.
- Attention to detail and the ability to work with confidential information.
- Strong organizational and time management skills.

Desirable Skills/Experience:

- Experience of aviation sector or high-volume FMCG environments is preferable but not essential.
- Experience as a Mentor/Buddy to other colleagues
- Knowledge and understanding of airline business and accounting requirements.
- Knowledge and understanding of the Channel Islands economy.

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Professional and/or regulatory requirements:

- Accounting certifications: qualified or actively training in accounting qualification (ACA, ACMA, ACCA or equivalent).
- Education and Certifications: A bachelor's or master's degree in a relevant field (e.g., business management, business administration).
- Continuous Learning: A commitment to staying current with accounting best practices through ongoing education and professional development.
- Airside work may be necessary, so to successfully complete GSAT security training and obtain an appropriate airside pass there must be a verifiable five-year work history.
- A current police check will be required.

All about you:

Friendly, approachable, keen to support your colleagues and the Company wherever possible and beyond the requirements of your role. You will take pride in delivering a high level of service both internal and external and be willing and able to adapt to change. A supporter of our VALUES both internally and externally is paramount to you succeeding within our Company.

- Discretion
- Accountable – taking responsibility for work and results
- Approachable
- Attention to Detail
- Resilient
- Adaptable
- Problem Solver

PROUD OF YOU PROUD OF OUR AIRLINE

*Our **PEOPLE** have the potential to achieve, to soar higher and further than they believed possible.*

*Our culture is one of **RESPECT**, inspiration and excellence from the ground to the clouds.*

*With their energy and commitment, our teams on land and in the air make our airline **OUTSTANDING**.*

*We operate with integrity, transparency, honesty and dependability; we stand **UNITED** as one. Safety is paramount, central to everything we do.*

*We are prepared to go the extra mile to **DELIVER** a service to our customers that we are **PROUD** of.*