

## Job Description

<b>Title:</b>	Management Accountant
<b>Hours:</b>	9.30 am to 5.30 pm, and as required, flexible applications welcome  Fixed-term position for 12 months with possible extension
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Financial Controller
<b>Department:</b>	Finance
<b>Purpose of job:</b>	The Management Accountant plays a key role in keeping the firm's financial reporting running smoothly. Working within the Finance team, the role is responsible for a set of core monthly and quarterly accounting processes that support accurate management information, strong financial controls and timely reporting to stakeholders across the firm.

Alongside the existing Management Accountant, you will contribute to the monthly management accounts and provide support during the annual budget, reforecast and audit cycles. This is a hands-on role for someone who enjoys ownership of regular processes, is comfortable working with data and can balance accuracy with the ability to meet deadlines in a busy finance environment.

### Key responsibilities will include:

#### Management Reporting & Analysis:

- Produce monthly Key Performance Indicator reports and highlight any trends that may need attention
- Prepare a monthly report for Practice Area Leaders showing key financial and operational metrics, ensuring figures are made available promptly after month end close and reviewed for accuracy
- Prepare detailed monthly support notes for business services spend
- Prepare monthly balance sheet reconciliations for assigned accounts, including accruals, prepayments, fixed assets and other key control accounts

#### Tax & Compliance:

- Prepare quarterly VAT returns, ensuring reconciliations against general ledger balances and Aderant Expert Lodgement submission are complete
- Complete mandatory ONS submissions by gathering required financial and operational data, ensuring accuracy and compliance with statutory definitions
- Prepare biannual payment practice disclosures

#### Other core tasks:

- Liaising with the People & Culture team with respect to payroll and payroll benefits, and ensuring the monthly payroll journal is posted in a timely and accurate manner

# KINGSLEY NAPLEY

---

- Support the annual budgeting & reforecast processes by working with Finance and P&C colleagues to gather inputs and prepare schedules
- Assist the existing Management Accountant with elements of monthly management accounts preparation as required
- Ad-hoc reporting and business analysis requests

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity and expression, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

# KINGSLEY NAPLEY

## Person Specification

Job Title: Management Accountant

	<b>Essential</b>
<b>Education/ Qualification:</b>	<ul style="list-style-type: none"> <li>• Qualified or part-qualified accountant (ICAEW, ACCA, CIMA or equivalent)</li> <li>• Individuals actively studying towards qualification are encouraged to apply</li> </ul>
<b>Knowledge and Technical Ability:</b>	<ul style="list-style-type: none"> <li>• Experience of working in a professional services environment (desirable but not essential)</li> <li>• Presents information in a clear, logical and structured manner</li> <li>• Develops own knowledge and skills to meet the demands of the role</li> <li>• Comfortable working with and analysing data</li> </ul>
<b>Client Care:</b>	<ul style="list-style-type: none"> <li>• Acts as a trusted point of contact within the team and deals with others in a professional manner</li> <li>• Clear and confident communicator both orally and in writing</li> <li>• Has a high standard of work and ability to complete work within agreed timescales</li> <li>• Strong organisational skills and ability to prioritise</li> <li>• Ability to deal with high level workloads and changing priorities</li> <li>• Ability to remain calm under pressure and in demanding situations</li> <li>• Ability to work in a proactive and collaborative manner</li> </ul>
<b>Firm wide skills:</b>	<ul style="list-style-type: none"> <li>• IT literate in MS Office overall, and intermediate/advanced level in Excel</li> <li>• Good working knowledge of Microsoft packages and other relevant IT systems</li> <li>• Strong analytical and logical problem-solving skills</li> <li>• Has an awareness of the importance of client confidentiality, information security and data protection</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>• Strong work ethic, reliable with excellent timekeeping</li> <li>• Ability to work independently to progress matters to completion</li> <li>• Confident, proactive and flexible approach. Positive attitude to innovation and change</li> <li>• A team player with integrity and trustworthiness</li> <li>• Ability to demonstrate behaviour in keeping with the Firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding.</li> </ul>

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.