



Role title: Management Accountant/Bookkeeper

Reporting to: Operations Director

Based at: Pivot Group Head Office, John Smith's Stadium, Huddersfield

Role outline and responsibilities

Management Accounting – including but not limited to the following:

- Ensure documents are scanned onto software
- Bank reconciliation
- Set up invoices and quotes etc
- Help create a program for credit control
- Review postings on system and correct where required
- Update cash-flow working document and highlight any areas of concern
- Review and prepare payment runs
- Take responsibility for preparing Debtor Ledger reconciliations and oversee credit control to ensure payments are received in accordance with due dates
- Undertake period end journals, accruals and prepayments
- Complete monthly P&L and balance sheet reconciliations
- Take responsibility for preparing management accounts in an accurate and timely manner, including variance and scenario analysis by department/school
- Prepare year-end management accounts in a manner sufficient for external auditor review which are fully and clearly reconcilable to the financial statements
- Ensure confidential information is used correctly and handled sensitively
- Constantly review and challenge the reporting and transactional process
- Help implement any new financial processes

Budgeting – including but not limited to the following:

- Participate in the creation of and adhere to the budget process timetable
- Organise and prepare the relevant documentation for all budget holder meetings
- Support the preparation of reforecasting budgets as directed by the Operations Director

Payroll – including but not limited to the following:

- Conduct the first review of the monthly payroll, ensuring monthly amendments are in line with the budgets/agreed reforecast
- Review all submissions (Inc. PSA)
- Provide cover for the payroll function
- Support the HR manager with queries

Other Responsibilities:

- Assist with/input into the production of Business Plans
- Assist with the training of staff as and when required
- Undertaking other professional duties as directed by the Operations Director

Skills and Attributes

- Experience of management accounting including balance sheet/TB reconciliations
- Experience preparing board reports
- Experience of supporting budget preparation
- Good knowledge of best practice and processes for all transactional aspects of accounting



- Very strong IT/software skills and use of accounting software
- Experience of working with Xero and associated apps/add-ons
- Able to operate effectively under pressure and to prioritise and plan work to deliver to strict deadlines
- Able to interpret accounting treatment of commercial transactions
- Able to communicate effectively and explain complex financial information to non-financial people
- Able to use initiative and work without instruction
- Able to make decisions based on facts
- Able to seek ways to improve work processes
- Owns tasks / “a completer finisher”
- Team player, flexible and willing to support the team
- Positive mental attitude
- Looks at ways to reduce waste and work effectively
- Works effectively with colleagues within and across boundaries
- An analytical and enquiring mind
- A high level of accuracy and attention to detail
- Honest and trustworthy
- Strong willingness to learn and maintain professional qualifications