A Management Accountant role has become available at PHS Group Caerphilly. The successful candidate will be reporting to the Financial Controller but with extensive engagement with the wider finance team. The role will involve managing the finances of and providing support for PHS Group.

**It is expected that principal ongoing responsibilities will include:**

* Preparation of periodic/monthly management accounts
* Periodic/monthly reconciliation of all balance sheet accounts
* Reviewing controls and processes; making improvements where necessary
* Providing support to the senior managers within the group
* Liaising with external auditors for the annual audit
* Liaising with internal auditors
* Coordinating variable elements of pay runs
* Arranging payment of pay runs
* Preparing and submitting VAT returns for the group
* Arranging payment of company taxes
* Overseeing sales ledger and purchase ledger functions
* Preparing and distributing, daily, weekly and periodic reports as required
* Developing financial reports as required
* Assisting the finance business partners

In order to take on this role and contribute to the development of reporting within the Company, it is likely that successful candidates will fit most-to-all of the following profile, demonstrating the characteristics and behaviours described.

**Communications**

* Provides incisive and user-friendly management information, meaningful financial analysis, input and advice to divisional colleagues and senior management
* Communicates positively
* Provides accurate and timely reporting, establishing effective communications with other senior financial colleagues within the Group
* Displays well developed presentation and communication skills, verbally as well as numerically, with good report writing skills
* Is open and honest.

**Technical and Financial Competencies**

* Holder of recognised accountancy qualification (ACA, ACCA, ACMA) unless exceptional reasons apply.
* Has excellent MS office skills, particularly Excel and Word
* Broad financial management background in a business-to-business (or similar) service organisation
* Experience or knowledge of carrying out both external and internal audit work
* Experience of preparing management accounts

**Personal Characteristics**

* Prioritises successfully in order to identify and meet key issues and challenges**.**
* Self-starter who is able to manage own workload
* Is able to work in a deadline driven structured and methodical manner
* Displays the ability to challenge
* Positive change mentality
* Displays "Completer/finisher" mentality
* Demonstrates excellent attention to detail whilst retaining the ability to see the wider business picture
* Remains calm and focused under pressure

**People Skills**

* Displays honesty, openness and integrity with staff and colleagues
* Gives others credit where due and readily critiques own results
* Demonstrates receptiveness to new ideas from whatever source

**The Rewards**

* Hybrid working after probation period
* Salary sacrifice workplace pension in place
* 23 days annual leave per annum plus statutory days increasing with length of service
* Contracted hours of 36.25 per week.
* Buy and sell holiday scheme.
* Supermarket and High Street store discounts with PHS Perks
* Opportunities to develop and progress within The PHS Group
* Cycle to Work and Tech Purchase Schemes