

Role Profile

Job Title: Business Analyst/Management Accountant
Department: Finance Department (Management Accounts)
Reports To: Group Operations Director/ Divisional Financial Controller
Ref: Ref-098, V2 – 22 Aug 2023 #IJ

Role Overview

You will support the Group Operations Director and Site Management Teams to provide timely, accurate and relevant financial information.

You will be responsible for preparing the weekly management accounts for multiple sites.

You will review and analyse these Management Accounts with the Site Management Teams and support the Group Operations Director with further analysis as required. You will have the ability to understand operational challenges, whilst identifying issues and proposing corrective actions in support of the Company's strategy and objectives.

Main Duties

- Compiling and verifying various system reports
- Combining these reports into a set of schedules that feed into the weekly Management Accounts and KPI reports.
- Performing detail sense checking and error checking
- Analysing and investigating variances against budgets
- Reviewing and analysing variances with site management teams
- Identifying issues and proposing corrective actions
- Providing insightful analysis and commentary on variances, issues and corrective actions to senior management
- Assisting in the production of annual and periodic budgets
- Liaising with the IT department to improve accuracy and speed of reporting through automation.
- Reconciling the weekly management accounts with the monthly financial accounts.
- Involvement in projects as required

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- High attention to detail and accuracy
- Strong IT skills including advanced excel spreadsheet experience
- Excellent communication skills - switching easily from high level to detailed information as needed.
- Ability to deal with Finance and non-Finance colleagues, building and maintaining strong working relationships.

- Excellent analytical skills – Have an investigative, analytical and mathematical mind-set
- Strong work ethic - Respond effectively under pressure and meet deadlines.
- Flexible and adaptable – Ability to comply with existing/quickly adapt to new processes within the organisation.
- Enthusiastic and flexible team player with high expectations of self and others
- Able to work under pressure, on own initiative and constantly seek to improve
- You will proactively strive to enhance existing processes to add value and will adapt quickly and positively to change

Experience and Qualifications

- Accounting Qualification is required (ACA, ACCA or CIMA) however, candidates with relevant experience will be considered if working towards a qualification
- Similar industry experience would be beneficial
- Excellent financial acumen and commercial awareness
- Experience of using ERP Systems to their full potential and functionality
- Excellent Microsoft Excel skills are essential, with Word and PowerPoint knowledge

Other significant role requirements

- Occasional travel may be required

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

Employee Signature _____ **Date** _____