Bernicia Group Role Profile

Title: Assistant Management Accountant (Strategic)

Reporting to: Strategic Accountant

Date: November 2026

Purpose

To support the development, and lead on the day to day delivery of outstanding financial services.

Accountabilities

Operational

- To assist the Strategic Accountant with the following:
  - production of rent and service charge calculations including preparation and analysis of large, complex datasets requiring excellent MS Excel skills and attention to detail
  - administration of the Group's insurance policy
  - treasury management including monthly reconciliation of the loan and security portfolio, covenant reporting and cashflow forecasting
  - timely monitoring and reporting of the Group's Development Programme
  - production of the monthly/quarterly written reports summarising Treasury and Development performance
  - budget preparation and monitoring for the Development function, reporting and highlighting variances for investigation
  - monitoring and reporting property disposals
  - accurate accounting and reporting of the Group's historic and current capital grant funding programme
  - preparation of accurate and timely regulatory returns
  - preparation of the Group's business plan

- To ensure the effective and efficient management of all of the Group's accounting records in line with statutory obligations and current accounting requirements.
- Contribute to the completion of the Group's statutory accounts
- Make contributions to continuous improvement of systems and reporting
- Promote a positive and professional image for the section at all times.
- Undertake other duties commensurate with the post as may be assigned from time to time.
- Carry out all duties in accordance with Bernicia's policies, paying particular attention to your responsibilities in respect of;

- Equality and Diversity
- Health and Safety
- Data Protection and Confidentiality
- Risk
- Financial Regulations Standing Orders

Strategic

- Take ownership of matters relating to areas of responsibility and contribute to the development of quality service standards across all of Bernicia's services

Corporate

- Comply with all relevant legislation and work within our policies and procedures.
- As appropriate to the role, take ownership of the data in your area and support the achievement of high quality data and data management across Bernicia, by ensuring any data recorded is accurate, reliable and trustworthy.
- Perform your role in accordance with the Bernicia Way and draw to your manager's attention any unsafe working practice/conditions.
- Maintain a safe and healthy working environment, by ensuring all health and safety policies and procedures are fully implemented and consistently applied and carrying out suitable and sufficient risk assessments.

The above list is not exhaustive and your role will certainly change over time reflecting the changing needs and activities of the organisation and our commitment to making best use of technology and improving the way we do things. You must therefore be committed to personal development, adapting to and welcoming change and making continuous improvements in the efficiency and effectiveness of our use of resources.

All colleagues are encouraged to not ignore work at the boundaries of their specific role, by taking "ownership" of any issue with which they become involved, ensuring that all matters are brought to a satisfactory conclusion. This includes identifying any risks involved in the day to day responsibilities of the role and taking action to mitigate those risks.

Essential Skills & Experience

GCSE Maths and English (Grades 9 – 5 or A* - C)

A minimum of 12 months proven experience working in a fast-paced finance department

Sound experience of financial management systems and a working knowledge of basic financial principles and procedures

Ability to resolve complex problems and deliver work to a high level of accuracy

Ability to work to tight deadlines and manage time effectively

I.T. skills including MS Excel (minimum intermediate level)

Excellent organisational and administrative skills

Experience of providing services within a customer focused environment

Demonstrable experience of effective communication

Desirable Skills & Experience

Have achieved or be working towards a recognised accounting qualification

Recent experience of working in finance within the social housing sector

Recent experience of rent and / or service charge setting

Values	
Value	**Expectation**
Customer Focused	We understand our customers and champion customer focus.
Trusted	We uphold the highest standards of integrity in all our actions, we are personally accountable and deliver what we say we will do.
Respect for People	We respect our tenants and customers and recognise them as individuals. We value our colleagues, encourage their development and reward their performance.
Leadership	We provide strong and transparent leadership, supported by clear decision-making which is evidence-based and outcomes-focused.
Collaborative	We collaborate to help meet the needs of tenants and customers, partners and the wider North East.











