

Bernicia Group Role Profile

Title: Assistant Management Accountant (Social Housing)

Reporting to: Management Accountant (Social Housing)

Date: March 2025

Purpose

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

Accountabilities

Operational

- To assist in the production of the monthly management accounts to trial balance stage consisting of:

- Income and Expenditure Accounts
- Balance Sheets

The above to include monthly control account reconciliations, budget monitoring and reporting and highlighting variances for investigation.

- Assist in the production of the annual budget and forecast outturns.
- Assist in the production of the monthly written report summarising financial performance and highlighting areas for review.
- Contribute towards the preparation of regulatory returns regulatory bodies and Bernicia's funders, bankers and other stakeholders.
- Assist the Management Accountants in the production of the Group's Annual report and accounts and liaise with both internal and external auditors.
- Make major contributions in 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

- Contribute to raising Bernicia’s profile in your service area.
- Ensure you operate in accordance with core policies relating to conduct, equality and diversity, customer care, people management, data protection and health and safety, along with our systems for identifying, appraising and managing risks in your service area, consistent with Bernicia’s risk management strategy.

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 new technology and continuously improving the way we do things. You must therefore be committed to personal development and to becoming multi-skilled in order that you can adapt to and welcome constant change in the effort to achieve the stated aim of “making continuous improvements in the efficiency and effectiveness of our use of resources”.

All staff are encouraged not to ignore work at the boundaries of their specific role, but to take “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.

You must carry out his or her duties with full regard to the Bernicia Way and must draw to their manager’s attention any unsafe working practice/conditions.

Desirable Skills & Experience

Essential criteria:

Sound experience of financial management systems

Experience of providing financial services within a customer focused environment

Demonstrable experience of effective communication.

Ability to work to a high level of accuracy

Excellent organisational and administrative skills

Ability to work to tight deadlines and manage time effectively

A working knowledge of financial procedures

A sound understanding of modern accounting procedures and techniques and ability to resolve complex problems.

Desirable criteria:

A recognised professional accounting or finance qualification

Recent experience of working in finance within the social housing sector or Property Management

I.T. skills including word processing and spreadsheets

Knowledge of a similar type and size organisation

Signed by Post holder..... Date

Signed by Manager Date

Values	
Value	Expectation
Customer Focussed	Because we care about our customers, how we do things is as important to us as what we do. We understand our customers and deliver great customer service.
Teamwork	We work together, across boundaries, to meet the needs of our customers and help the organisation to be successful.
Integrity	We uphold the highest standards of integrity in all of our actions.
Respect for People	We value our people, encourage their development and reward their performance.
Leadership	We provide strong corporate governance and leadership which is out-come focussed.
Accountability	We are personally accountable for delivering on our commitments.
Behaviours (TBC)	
Behaviour	Expectation

