

Bernicia Group Role Profile

Title: Management Accountant (Strategic)

Reporting to: Head of Strategic Finance

Date: July 2026

Purpose

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

Accountabilities

Operational

- To support the Head of Strategic Finance with the following:
 - administration of the Group's insurance policy
 - treasury management including monthly reconciliation of the loan and security portfolio, covenant reporting and cashflow forecasting
 - preparation of the Group's 30 year business plan
 - preparation of accurate and timely regulatory returns
 - timely monitoring and reporting of the Group's Development Programme
 - 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
 - production of the monthly/quarterly written reports summarising Treasury and Development performance
- 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
- Participate in commercial and other cross functional projects as and when required
- Make major 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

- Contribute to the development of your service area's operational plans and ensure their delivery, including budgets, service improvement plans and key performance indicators, related initiatives and key milestones.
- Ensure policies and procedures for your service area are in place, relevant and up to date. Ensure compliance with these and all relevant legislative and regulatory requirements.
- Research industry good practice and identify opportunities to develop enhance and/or improve the service.
- Represent Bernicia at external meetings to develop a network of relevant partner agencies which complement and enhance the planning and delivery of services.
- Provide expert advice and produce timely reports to support the Head of Service, management teams and project teams on matters relating to your service area.

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

A recognised professional accounting qualification or suitable experience.

I.T. skills including word processing and spreadsheets

Experience of providing 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 Skills & Experience

Recent experience of insurance and risk management

Recent experience of working in finance / treasury within the social housing sector

Knowledge of a similar type and size organisation

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. |

