

Position Description

Position Title: Management Accountant

Reports to: CFO

Summary and purpose of role:

1. To lead and manage the accounting team in their daily, weekly and monthly activities.
2. To support the role of the CFO to ensure that UniMed's financial, forecasting, governance and compliance standards continually evolve and meet best practice.
3. The preparation of timely financial reports and statistical analysis.
4. Deputise for the CFO as required by the CFO or CEO.

Primary responsibilities:

1. Maintain and adhere to required departmental reporting timelines.
2. Prepare the monthly financial statements within agreed time frames.
3. Analyse revenue and expenditure trends and variations to budget of the monthly financial statements and recommend actions to be taken where appropriate.
4. Ensure that the Standard Accounting Policies and Procedures are followed in the processing of transactions, in particular the delegations of financial authority and the internal controls relative to the segregation of duties in order to achieve UniMed risk management goals.
5. Liaison with external auditor during interim and final audits in regard to the checking of compliance of accounting systems and financial reports to accounting policies and relevant legislation.
6. Supervise the Account's Department support staff to ensure that there are sufficient resources to process the financial transactions each business day and receive customers in the front office.

7. Supervise the training of new staff and existing staff to new positions within the Account's Department to ensure functions and tasks of the position are performed effectively, efficiently and accurately (to meet the required criteria.)
8. Supervise the reconciliation of the main Bank Account each business day and the resolution of un-reconciled items.
9. Each month complete the reconciliation of the Accounts Receivable, Accounts Payable and Fixed Asset Ledgers to the General Ledger.
10. Supervise the Credit Control function of the business in line with the Standard Accounting Policy and Procedures and report credit control status.
11. Participate in writing and maintaining accounting policies and procedures.

Other responsibilities:

1. Undertake other duties as requested by the CFO
2. Identify and recommend areas of operational improvement, particularly from the use of information from the Omni data warehouse
3. Maintain and further develop competencies that enable the Position Holder to grow and advance within the organisation

Competencies

Preferred competencies should include:

1. Proven experience of leading and managing people
2. Knowledge of insurance accounting and terms
3. Strongly developed skills in developing appropriate trending and analysis
4. Be analytical in thinking with the capacity to analyse and interpret financial information
5. Attention to detail
6. Good communication and interpersonal skills

7. Strong computing skills in MS Excel, Word and data (browsing), and(proprietary) Accounting systems and processes

Qualifications

B.Com and or CA/ACA/AT (or nearly there if still studying)

Experience

1. Ideally within the range of a minimum of two years' experience in the preparation of financial accounts using a proprietary accounting package to up to 5 years experience post qualification gained in a variety of accounting roles and industries, preferably in financial services and insurance

Delegated Authorities

(to be determined)