

Job Profile

Job Title: Assistant Management Accountant
Line Manager: Group Financial Planning and Analysis Manager
Location: Wimbledon (flexible and hybrid working)**

The official location of this role will be our office in Wimbledon however we use hybrid ways of working so that you can choose where you work based on what's best for our customers, what's best for your team and what's best for you to work most productively, whether that's working remotely from home or in our collaborative office space.

Job Purpose

To consistently produce accurate financial data to enable effective decision-making across the business. To work closely with the Finance team to improve process and enhance the service offered to the wider CIPD directorates.

Key accountabilities

1. Use accounting system to process and manage financial transactions related to CIPD UK and CIPD Enterprises and any other entities within the group. Posting transactions and month end journals in NetSuite including prepayments, accruals and revenue deferrals.
2. Day to day accounting activities; managing transactions in the ledger, ensuring coding is accurate and adjusting miscoding before the month end to minimise impact or delays during end of month reporting cycle.
3. Work across all relevant stakeholders to ensure month end reporting is accurate, on time and all appropriate journals are supported.
4. Complete revenue reconciliations between Netsuite and other source systems to ensure deferred and accrued income is accurate. Working with the systems accountant and financial accountant where necessary to complete this.
5. Collaborate with colleagues to understand revenue expectations for current and future months.
6. Reconciliation of the Purchase Order System and goods receiving. Working with areas around the business to ensure accurate transaction recording.
7. Production of the management accounts.
8. Review and analysis of the figures, highlighting any significant variances or areas of concern to the Finance Business Partner.
9. Prepare supporting documentation for the year-end audit and liaising with external auditors.
10. Provide support to Finance Business Partners within operational finance and operational queries from wider commercial business.
11. Support Finance Business Partners in the budgeting and forecasting process.

12. Undertake ad hoc reporting and analysis as requested for wider commercial business.

Nature and scope

CIPD is the professional body for the people profession, supporting HR practitioners in their learning and enabling organisations to improve their people capability. CIPD are embarking on a new era of our approach to growth and enhancing our customer offering as we look to position ourselves as a career partner to the people profession. We believe that if we can reach and connect with more people and more organisations, we can have a greater positive impact on individuals, organisations, communities and wider society.

To deliver against these goals, we are reinforcing our infrastructure across our shared service functions and require an Assistant Management Accountant. This role will work closely with the Finance Business Partners, offering high quality support to ensure reporting accuracy.

This role will play a key part in addressing immediate resourcing support as well as improving process and agilely responding to the evolving needs of our senior stakeholders. You will be comfortable with working in an environment where there are active programs of change and will be supported by a committed and passionate team.

Knowledge, qualifications and experience

- Minimum of 2 years of accounting experience in a similar role, with a focus on ERPs such as Oracle (NetSuite), SAP, Microsoft.
- Part-qualified accountant (ACCA, CIMA, ACA) or qualified by experience.
- Demonstrate integrity, a strong work ethic and a sense of urgency in executing and completing tasks.
- Well organised with the ability to work independently and collaboratively with remote teams.
- Confident communicator with high level of attention to detail. Excellent verbal and written communication.
- Advanced knowledge of Excel (sumifs, pivot tables, vlookups) and experience of working with accounts systems.
- Curious and proactive when addressing improvement in process. Able to use own initiative to solve problems.

Note: This job profile is aimed at describing the core output that should be achieved in this role. It is not intended to include specific tasks, temporary activities or projects. This generic approach in writing overall purpose and accountabilities supports focus on key outputs and flexibility in a changing context. Specific results to deliver each year in your role based on your job profile are listed in your individual objectives. You are required to demonstrate appropriate levels of competence and behaviours against CIPD's values and core competencies.