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 **Essential**

* Excellent communication and customer service skills
* Excellent organisational skills, in particular the ability to organise workloads
* Excellent IT skills, in particular with regards to Microsoft Office applications
* Advanced Excel skills to VBA/Macro level
* Able to keep calm under pressure of producing accurate work under time pressure
* Excellent understanding of accounting systems, procedures and processes
* Previous experience of working in a finance department and preparation of management accounts
* Self-motivated, professional and hardworking; and able to work on own initiative
* Holds a recognised accounting qualification or is working towards the final stages of such qualification

**Desirable**

* Knowledge of Great Plains or Business Central
* Knowledge of sports, training, not for profit or charitable organisations

**Values:**

Quality

Purpose

Togetherness

Fun

Resourceful

**Job Purpose:**

To provide accurate, relevant and timely financial information to directors, senior managers and budget holders.











**Job Title:** Senior Management Accountant –

Swim England Trading Limited

**Department:** Finance

**Reporting to:** TBC

**Direct Reports:**  None

**Location:** SportPark

**Grade:** 6

**Skills and experience required**

**Key responsibilities**

* Provide financial planning and analysis to budget holders, managers and directors of Swim England Trading Limited (Trading)
* Agree timetables for the production of the management accounts, setting timetables with budget holders for budgets, forecasts and management accounts
* Produce high quality management accounts for Trading which contain accurate and useful information and allow informed business decision making and performance measurement/management
* Work alongside budget holders to seek better business performance
* Work alongside the financial accounting team to maintain the integrity and accuracy of finance systems
* Work as part of the wider finance team providing support and assistance as necessary
* Prepare annual budgets; and forecasts as required
* Assist FD in preparing reports to stakeholders
* Carry out any other duties requested by line managers that are within the scope, spirit and purpose of the job.
* Proactively comply with and promote the policies of the organisation, particularly those relating to Equality & Diversity, Health & Safety and Data Protection

Job Description