**Job description**

**Title:** Management Accountant

**Reports to:** Senior Accountant

**Location:** Birmingham, Cardiff, Sale, Wakefield

**Grade:** 12

**Salary:** £41,878

**Contract:** Permanent

# Purpose

As a Management Accountant, you will be welcomed into a dynamic and inclusive Finance team working across the organisation to provide advice, produce quality reports and prepare insightful management information for senior managers, to influence decision making and improve operational performance.

The IOPC is on a journey to develop its culture, perspectives and ethos to support the organisation’s core outcomes, and this is your opportunity to enter the varied world of IOPC Finance, allowing you to develop your mindset and approaches to contribute to improving the police complaints system in England and Wales.

# A screenshot of a computer screen Description automatically generatedOrganisational context

We work in the context of our agreed values which inform the way we do things at the IOPC. The Management Accountant will need to be commited to managing in the context of these values.

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The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services, demonstrating this ethos in everything that we do.

* As a bronze standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi, trans and queer people.
* We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five [calls to action](https://race.bitc.org.uk/issues/racecharter) for leaders and organisations across all sectors.
* Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
* Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme to [Operation Hotton](https://www.policeconduct.gov.uk/recommendations/operation-hotton-recommendations-metropolitan-police-service-september-2021), to [Welsh Language Standards](https://www.policeconduct.gov.uk/who-we-are/equality-and-diversity/welsh-language-standards) and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.

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# Main duties and responsibilities

* Management accounting and reporting including budgeting and forecasting.
* Review and interpret data to ensure accuracy of reporting and provide insight into the numbers.
* Assist the business in developing realistic forecasts that consider financial risks and opportunities.
* Contribute to medium and long-term business planning and forecasts.
* Support the detailed annual budget setting process and medium-term financial planning.
* Engage with Finance Business Partners and other stakeholders to share information and add value to financial reporting.
* Track the delivery of agreed investment and efficiency plans and other performance targets.
* General accounting for income and expenditure including cashflow forecasting and general ledger journals.
* Manage and report capital expenditure activities and support effective budget management.
* Costing of activities to inform business decisions, commissions and reporting.
* Assist in the preparation of statutory financial accounts.
* Support the year-end process providing robust evidence for auditing purposes, including validation of non-pay spend categories.
* Assist in the development and delivery of an effective framework of financial accountability, in line with relevant Government Functional Standard and associated finance policies and protocols, that is clearly understood and applied throughout the IOPC.
* Foster a culture of knowledge sharing and collaboration between the business, finance and other corporate services.
* Support finance system and process development to ensure continuous improvement and efficient processes.
* Support Finance Business Partners, the Senior Accountant and wider Finance team in financial matters and delivery of effective processes as necessary.

# Person specification

## Essential Experience

* Demonstrable experience of management accounting including budgeting and forecasting
* Demonstrable experience of producing and presenting reports to non-financial managers
* Experience of analysing and accurately interpreting data from various sources to support decisions, demonstrating attention to detail, problem-solving and analytical skills.
* Understanding of an effective financial control environment.
* Experience of working independently, managing a busy workload to deliver deadlines and priorities.
* Experience of effectively communicating complex financial information and decisions to a range of stakeholders.

## Essential Technical

* Qualified CCAB/CIMA accountant or part-qualified CCAB/CIMA accountant in final year of studies.
* High level of IT literacy, particularly MS Excel.

## Skills and Abilities

* Strong collaboration skills with the ability to work at pace.
* Ability to analyse and accurately interpret data from various sources to support decisions, demonstrating attention to detail and problem-solving.
* Excellent communicator, with the ability to explain complex financial issues clearly and concisely.

## Reasonable adjustments

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email [recruitment@policeconduct.gov.uk](mailto:recruitment@policeconduct.gov.uk)

## Working conditions

The IOPC are currently consulting with our consultative bodies about proposed changes to our hybrid working policy which will require all staff to work 40% of their contractual hours at their office base (or another office for business reasons) from April 2025. Office attendance time includes in-person training, meetings with stakeholders and families, and attending events.

## Preparation checklist

☐ Review the full job description

☐ Review the behaviours and the descriptors for each behaviour

☐ Review the Strengths dictionary

☐ Review the IOPC values

☐ Consider your Strengths (if applicable)

☐ Consider drafting example answers that cover the specific elements

☐ Prepare some questions to ask the interviewers