

# Job Description

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| Job Title | Head of Management Accounting | | |
| Grade and Salary | SME2, £65,000 | | |
| Location | Oxford, flexible | | |
| Service Area / Directorate | Finance | | |
| Responsible To | Finance Director | Direct Reports | 2 |
| Rehabilitation of Offenders Act 1974 | **Exempt** | Additional Screening | N/A |
| Candidate Screening | Not required | | |

This job is ‘doing good’ by:

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| * Reporting to the Finance Director undertaking all aspects of financial management, financial reporting, budget and forecast preparation as well as development of internal control policies and procedures * Providing actionable insight into performance, support the delivery of our ambitious business plan in terms cost control and revenue growth * With an eye on future activities anticipating and marking out coming issues * Helping the business optimise the deployment of resources, driving maximum returns * Providing robust and challenging decision support playing an active role in the creation of business cases |

Role responsibilities and main duties:

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| * Develop, lead and motivate the team of direct reports to ensure they perform to the highest standards * Drive continuous improvement in ways of working and processes to ensure they are robust and operate to the highest level of efficiency and effectiveness * Effectively business partner with operational Heads of Service to ensure performance is monitored, drivers understood and mitigations put in place as appropriate. Constructively challenge as needed * Lead and coordinate the month end process to established timelines ensuring management information provides actionable insight * Maintain and develop appropriate KPI * Coordinate the annual budgeting/quarterly reforecasting process to agreed timetables * Provide finance transactional support for both ODS companies working closely with the commercial finance team * Be the liaison with the City Council Financial Accounts team * Monitor and optimise cash flow * Support the year end process, dealing with audit queries in a timely manner to facilitate timely completion of statutory accounts * Own and coordinate the recharging process between group companies * Ensure internal controls are fit for purpose to safeguard the integrity of financial data |

Leadership Responsibilities

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| This role is part of the extended leadership team and as such has shared responsibility for embedding our core values, including:   * Consistently acting in line with the mission, values and leadership charter * Maintaining focus on delivery of the overall business plan * Lead the identification, communication, measurement and management of business and operational risks within area of accountability. This includes ensuring the risk policy and framework are followed, risk registers are completed and risk management controls and systems are in place and compliance monitored. * Actively champions a safety culture, ensuring that the physical and mental wellbeing of people is at the centre of our activities. * Working collaboratively with colleagues within and outside of the organisation * Acting as an ambassador for the company at all times * Consistently challenging inappropriate and unsafe behaviours in any area * Ensuring compliance with Company policy and procedure * Delivering against financial and performance targets * Taking shared responsibility for service delivery across the organisation |

***The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.***

Our commitment to Safeguarding

ODS is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

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| Essential   * Professional qualification (CIMA/ACCA/ACA/CIPFA) with minimum 3 years PQE * Background in Local Authority and/or Local Authority Trading Company environment * Technically strong * Well-developed interpersonal and influencing skills * Demonstrable experience in successfully leading and developing teams * Strong Excel skills * Highly analytical mindset with the ability to design, create and interpret complex data sources and effectively communicate findings to key stakeholders   Desirable   * Good working knowledge of Agresso * Experience in process redesign and improvement |