

Group Capital Accounting Manager

Line manager: Head of Group Reporting
Grade (if applicable): 1
Direct reports: 5



Role purpose:

This role sits within the Group Financial Control team at Peabody and is responsible for maintaining the Fixed Asset Register, Grant Register, Investment Property Register and Other Fixed asset register, ensuring excellent data quality across these and implementing strong controls.

The Finance Manager – Fixed assets will provide accounting support on all areas related to fixed assets and grants, manage the reporting of fixed assets numbers working both in the consolidation and the subsidiary accounts and support the audit process liaising with external auditors. They will manage the team responsible for ensuring the accuracy and quality of Fixed asset accounting records.

Key Results:

- To maintain the Fixed Asset Register, Grant Register, Investment Property Register and Other Fixed asset register updated.
- Work with internal stakeholders where required to ensure all registers are updated on a timely basis with accurate information and reconciling each register to the General Ledger at each reporting period.
- Provide effective and appropriate challenge of the business area to minimise financial risk and implement controls.
- Line manage the team to ensure a consistent and reliable service to stakeholders.
- Facilitate the completion of audit queries for the relevant directorates.
- Lead on the year-end valuation of investment properties from a finance perspective.
- Timely preparation of audit working papers for the year end audit, including agreeing format of working papers and other audit requirements.
- Ensure all regulatory returns, including capital disposals and grant submissions are completed on time and accurately.
- To ensure that accurate and timely financial information is produced on a monthly basis.
- All work adheres to all finance policies and procedures and has effective financial controls.
- Prepare statutory and regulatory returns in a timely manner.
- To manage the month end and year end processes.
- Assist with the yearly budgeting and quarterly forecasting process.
- All work adheres to all finance policies and procedures and has effective financial controls.
- Provide support for ad hoc queries or signposting stakeholders to relevant teams across finance.
- Carry out any other duties and be deputised as required.
- Where appropriate act as a financial lead on large scale, high risk and transformational projects and initiatives within the directorate. Drive projects forward to ensure deadlines and deliverables are met.

Success metrics:

- Provision of high quality and timely information that supports effective decision making for the directorate.
- Promote data quality, working with managers and internal teams to improve the quality and integrity of data.
- Strong relationships with key customers, relevant Directors, Heads of Departments, key managers and internal teams.
- Ensuring that budget holders have the requisite skills, experience and tools to fulfil their responsibilities.

Version Date:

Signed off by:

- Develop and lead strong teams that are motivated to deliver objectives in line with Peabody strategy.

About you:

You will be:

- An effective team leader and organiser of routine tasks
- A collaborative leader of a high performing department
- Enthusiastic about implementing good practice and effective financial controls
- A great communicator both written and verbally and understand the different message needed for different audiences.
- A flexible and adaptable team player
- Able to work under pressure, multitask and meet deadlines.
- A diligent worker with a keen eye for detail.
- Committed to delivering excellent customer experience, embodying Peabody values.

You will have:

- Experience of working as a manager of people.
- Excellent communication skills including influencing skills and ability to develop business networks and work collaboratively with various stakeholders.
- Experience of implementing processes and a proven track record of business improvement.
- Ability to present complex financial information in a clear and transparent manner for non-finance staff.
- Knowledge of accounting software (Sun Systems desired) and other core finance systems.
- Sound knowledge of the applicable regulatory frameworks.
- CCAB accountancy or other qualification with post qualification experience and commitment to continued professional development.