

**MANNIN RETAIL LIMITED  
MANAGEMENT ACCOUNTANT**

**JOB DESCRIPTION/ROLE PROFILE**

**JOB FAMILY:**

**HR CODE:**

<b>STRUCTURE</b>	<b>LINE MANAGEMENT RESPONSIBILITIES</b>
This role is located at Head Office, and forms part of the senior management team, reporting directly to the Managing Director, Mannin Retail Limited, The Managing Director, Mannin Retail Limited, will appraise the quality of work produced and/or performed by the incumbent.	n/a

**MISSION & PURPOSE**

Responsible for providing effective insight and challenge on all factors impacting gross margin.

Provide the business with a highly commercial management accounts service, accurate and timely reporting and business analysis, and recommendations for opportunities to help, develop and improve the business; through detailed forecasting and financial modelling to support commercial decisions and financial reporting on a regular basis; deliver the budget and forecasting process across the businesses and to provide financial insight into the business models within the Company; assisting in the creation of business cases to support key proposals within the Company, and provide meaningful management information to support commercial decision making using financial modelling skills. Able to interrogate the key financial data to drive decision making/improvements in financial performance that will help management make well-informed decisions to ensure future stability, growth and profitability.

**KEY RESPONSIBILITIES & DELIVERABLES**

➤ **Finance**

- Influence, challenge and partner Store Managers to deliver on business targets;
- Prioritise, manage, allocate and reallocate budgets across brands and categories - responsible for tracking and reporting accurately against ROI and other key measures/KPI's;
- Contribute to key parts of the strategy process ensuring that superior financial insights (e.g. managing profit mix) drives profitability in the short, medium and long term;
- Validate key assumptions of all Commercial propositions, forecasts and budgets;
- Provide Commercial Analysis to the business with insight and recommendations on ways to improve the business;
- Ownership of the budgeting and forecasting process;
- Produce timely, accurate and relevant monthly management accounts information including commentary on significant areas and variances from budgets;
- Manage daily cash balances;
- Monthly preparation of accruals & prepayments, checking that accounts are complete with all relevant postings;
- Review financial performance and report by exception;
- Balance sheet and income statement analysis and margin;
- Analyse current financial performance and position taking into consideration any relevant external and internal factors; generate relevant reports for the Managing Director, Mannin Retail on their positive and negative impact to the business;
- Prepare year-end accounts and liaise with external auditors;

- Recommend, maintain and constantly review a system of policies and procedures that impose an adequate level of control over management accounting activities;
- Monthly Balance Sheet review ensuring that balances are accurately stated and in correct categories, investigate queries, obtain explanations and implement corrective action;
- Undertake financial statement analyses, report on comparisons with previous years and budgeted figures if available;
- Manage and ensure the integrity of the period-end management accounts process with respect to: calculating and posting sales cost accruals; analyses of margin by product group; investigation of variances to targets, reporting on the sales and margin by customer and product group; reconciling accruals and prepayments accounts and producing period-end reports;
- Participation in budget review preparation and comparison with previous year's performance and identify key areas of concern to allow accurate budget phasings;
- Undertake cash book postings and accounting journals to ensure information is up-to-date and correct;

➤ **Forecasting**

Assist the Managing Director with the forecasting & annual budgeting process including:

- Overseeing the preparation of quarterly sales forecasts;
- Forecasting the cost of sales and margin quarterly;
- Update and maintain the cost of sales model;
- Report on the forecasts by customer and product group.

➤ **Stock Processing**

- Manage the integrity and accuracy of the stock management system and balance sheet accounts;
- Management of stock processing;
- Ensure accurate reporting margins.

➤ **Support Commercial Functions**

- Support the annual audit;
- Complete ad-hoc investment appraisals;
- Work with the commercial functions (sales, marketing and supply chain) to ensure they have the necessary information to aid their decision making and provide necessary analysis for:
  - Pricing;
  - Promotions;
  - Refurbishment projects.

**SKILLS COMPLEXITY AND CREATIVITY, TYPICALLY**

- Demonstrable analytical skills, able to analyse, interpret, interrogate, manipulate and consolidate large amounts of data from different sources;
- Commercially sound with a good understanding of profit and loss accounting and the influence of operating factors on business performance;
- Able to present financial data, in a clear and concise manner; especially to operational management
- Highly numerate with strong organisational capability;
- Possess fundamental accounting skills: general ledger, accounts payable, accounts receivable and account reconciliations;
- Ability to build relationships with all levels of the operational team including Store Managers;
- Able to communicate "professionally", and establish effective working relationships with internal operations and external customers;
- Able to respond to internal and external enquiries in a timely, professional and thorough manner;
- Detail oriented, organised and able to multi-task several assignments simultaneously and establish job priorities;
- Able to maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company;
- Good Listener – able to challenge constructively and respond well to feedback;
- Ability to take a broad-based view of issues and events and possesses an understanding of their longer-term impact or wider implications;
- Ability to manage one's own working time efficiently and effectively in an environment of changing

<p>priorities;</p> <ul style="list-style-type: none"> <li>➤ Competent user of Microsoft word &amp; Outlook products and an advanced user of Microsoft Excel;</li> <li>➤ Experience of Navision accounting software.</li> </ul>
<b>EXPERIENCE, EDUCATION, TYPICALLY</b>
<ul style="list-style-type: none"> <li>➤ Minimum 3 years' experience in a commercially focused Commercial Accountant, Management Accountant or Finance Business Partner role, ideally gained within a multi-site retail/FMCG environment encompassing commercial analysis and stock management;</li> <li>➤ Ideally the holder of, or working towards a relevant accounting qualification (e.g. ACCA/CIMA).</li> </ul>

The above statements are intended to describe the general nature and level of the work being performed. They are not construed as an exhaustive list of all deliverables and responsibilities and duties. All Mannin Retail people are expected to be flexible in approach and may be required to perform other duties as may be reasonably required for the benefit of Mannin Retail and to add value.

<b>Date prepared:</b>		
<b>Agreed by:</b>	<b>Incumbent</b>	<b>Manager</b>
<b>Review date:</b>		