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| <b>Job Title</b>              | Capital Delivery Management Accountant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Department</b>             | Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Reports to</b>             | Capital Investments Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Grade</b>                  | Grade 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Purpose &amp; Overview</b> | <p>To deliver full financial support, analysis and business partnering to the Capital Delivery (CD) business areas.</p> <p>This role works alongside and in support of the capital delivery operational managers – producing and explaining their MI to help them understand their financial position. It will require some travel to offices and depots across the network to support managers in delivering their objectives successfully.</p> <p>This role also includes delivering typical financial processes (i.e. budgeting, month end, forecasting, regulatory reporting) related to this business area.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Key Accountabilities</b>   | <p><u>Attend &amp; support monthly Capital Delivery meetings</u></p> <ul style="list-style-type: none"> <li>• Prepare detailed MI reports with monthly and YTD financials, variance analysis and supporting commentaries</li> <li>• Attend monthly meetings with all TMs and explain the financial position and any relevant and insightful financial MI</li> <li>• Work alongside other relevant operational support departments and colleagues (such as within the Programme Management Office (PMO)) to inform key processes (such as reforecasting).</li> <li>• Attend and contribute to individual project meetings (bespoke projects that require particular focus).</li> <li>• Ensure projects are being delivered within the approved spends by liaising with the relevant business areas</li> <li>• Resolve actions taken on a timely basis.</li> </ul> <p><u>Support budget owners in monthly forecasts</u></p> <ul style="list-style-type: none"> <li>• Produce monthly MI and consolidate forecasts for each business area to ensure delivery within agreed forecasts/budgets.</li> <li>• Month on month variance analysis and commentaries on changes in forecast supported by PMO.</li> <li>• Challenge and agree the forecast variations to ensure accurate year end outturn.</li> </ul> <p><u>Deliver &amp; support month end financial duties</u></p> <ul style="list-style-type: none"> <li>• Ensure all related month end accruals are reviewed and posted correctly.</li> </ul> |

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|                                        | <ul style="list-style-type: none"> <li>• Liaise with PMO to ensure project spends are recorded accurately and reconciled.</li> <li>• Allocate relevant staff time and cost.</li> <li>• Provide variance analysis and supporting commentaries for all work areas.</li> <li>• Revenue recognition for rechargeable projects.</li> </ul> <p><u>Support &amp; co-ordinate management of the relevant budgets</u></p> <ul style="list-style-type: none"> <li>• Working with Operations and support teams, produce yearly investor and internal budgets within a longer term 5 year rolling budget view.</li> <li>• Consolidate budgets for each business area.</li> <li>• Prepare variance analysis/Year on Year walkdowns and commentaries on all movements.</li> </ul> <p><u>Regulatory Reporting</u></p> <ul style="list-style-type: none"> <li>• Delivering the planning and completion of the regulatory tables/schedules each regulatory year-end.</li> <li>• Support in providing data/explanations for any OFGEM questions following yearly submission.</li> </ul> <p><u>Other / additional / Adhoc</u></p> <ul style="list-style-type: none"> <li>• Produce &amp; co-ordinate quarterly capital commitments (notes to the accounts for CKI).</li> <li>• Support internal and external audit processes.</li> </ul> <p>Across all of the above the role must work alongside existing Finance colleagues and Operational Support colleagues, leveraging their knowledge and skillsets to support delivery of this role successfully. This collaboration will be critical to success.</p> |
| <b>Technical Know-How &amp; Skills</b> | <ul style="list-style-type: none"> <li>• Strong people skills - verbal and written communication skills – be a confident communicator with the Senior Management team and all levels of staff.</li> <li>• Strong Microsoft applications skills (e.g. Excel/Power BI/Word) Strong knowledge of financial systems - SAP user preferable but not essential</li> <li>• Strong accounting skills - previous management accounting experience</li> <li>• Knowledge of non-financial systems, data-processes, and activities</li> <li>• Knowledge of financial policies and procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Qualifications</b>                  | <ul style="list-style-type: none"> <li>• Ideally, part qualified accountant or relevant financial training</li> <li>• Previous relevant work experience in a similar or related role.</li> <li>• Full UK driving license – this role will require visiting depots and offices around the network to work alongside and support the operational managers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |