

Job Title	Assistant Management Accountant
Department	Finance
Reports to	Capital Investment Manager
Grade	Grade 3
Purpose & Overview	<ul style="list-style-type: none"> • Provide comprehensive financial support across six business areas: Asset Management, Health Safety & Environment (HS&E), Net Zero & Sustainability, Regulation Strategy, Business Strategy, and Chargeable & Non-Chargeable Diversions. • These business areas comprise 13 cost centres across two overarching business categories. • Month end activities including posting journals, accruals and pre-payments, producing monthly and adhoc management information from SAP and other systems. • Contract Retentions & Feasibility studies to be monitored and appropriate accruals held on the Balance Sheet. • To produce the monthly management information for all the above business areas and work with the business to build understanding and create monthly forecasts. • Budgeting process (Investor and Internal) budgets for all 6 business areas including year on year walkdowns with supporting details and commentaries. • Management and validation of relevant internal order creation and WBS elements. • Fixed assets ancillary transfer allocation for Other Capex categories. • Management accounting support for Non-Chargeable and Rechargeable Diversions. • To complete the RRP reporting tables for Innovation and Diversion areas. • To support the delivery of RRP tables for MOB's, Special Crossings, LTS and Below 7bar. • Holiday/Sickness cover and support for CDT and wider Finance team. • To support Management in delivering assigned team responsibilities and ad hoc work. • To demonstrate our core behaviours of teamwork, customer service, pride and energy.
Technical Know-How & Skills	<ul style="list-style-type: none"> • SAP experience essential • Advanced Excel skills/Power BI • Strong Management accounting and reporting skills • High level of concern for order, quality and delivery to strict deadlines • Highly numerate and skilled at complex problem solving

	<ul style="list-style-type: none">• Strong verbal and written communication skills• Ability to articulate and present reasoned arguments• Commercial outlook• Knowledge of financial policies and procedures• Team worker• Good presentation skills
Qualifications	<ul style="list-style-type: none">• AAT qualified or studying towards ACCA, CIMA, ACA.• Relevant financial experience and background• Full UK driving license