



Role Title	Reporting & Analysis Accountant
Function & Dept.	Finance
Career Growth Level	Professional (F)
CGP Descriptor	Works with minimal guidance and contributes to process improvements.
Team	Commercial Finance
Reports to	Reporting & Analysis Accounting Manager
Role Purpose	The Finance Reporting Accountant is responsible for producing accurate and timely financial reports, supporting statutory and management reporting requirements, and ensuring compliance with relevant accounting standards and regulations. The role involves analysing financial data, preparing reconciliations, and collaborating with internal teams to deliver clear insights for decision-making.

Key Responsibilities	
1.	Contribute to the accurate and timely preparation of monthly, quarterly, and annual financial statements in accordance with UK accounting standards and management financial reporting requirements.
2.	Support and assist in the preparation of budgets, forecasts, profitability and variance analysis through analytical review of areas of responsibility.
3.	Maintain the integrity of the general ledger and ensure all reconciliations are completed promptly, investigating discrepancies and resolving issues promptly to ensure confidence in reported financial information. ensuring confidence in our financial statements.
4.	Support internal and external audit processes, providing documentation and explanations as required.
5.	Work closely with other finance and business team members to streamline reporting processes and drive continuous improvement.
6.	Supporting corporate governance and ensure compliance with relevant financial reporting / regulations and company policies.
7.	On request financial analysis to enable data led decision making.
8.	Take ownership of personal development, building technical accounting knowledge, systems capability and analytical confidence to support progression within the finance function.

1.	Part Qualified / Qualified accountant (ACA, ACCA, CIMA or equivalent).
2.	Knowledge of financial reporting standards and regulatory requirements.

3.	Excellent analytical skills and attention to detail.
4.	Inquisitive nature with an appetite to investigate and correct anomalies and put in place corrective process to ensure business is able to transact accurately.
5.	Intermediate to advanced Microsoft Excel and financial reporting software to be able to understand and explain how process translates into financial reporting accuracy.
6.	Effective communication and interpersonal skills.
7.	Ability to manage multiple tasks and deadlines in a fast-paced environment.
8.	Experience of Enterprise wide ERP toolsets, preferably D365 with proven ability to manage large datasets with multiple financial dimension postings.

Key Competencies		Level
1.	Business Acumen	2
2.	Presentation Skills	1
3.	Communication Skills	2
4.	Finance, Cost Control and Budgeting	2
5.	Stakeholder Relationship Management	2

Value Behaviours		Level
1.	Responsibility	3
2.	Passion	3
3.	Customer First	3
4.	Agility	3
5.	Family	3

Version	Date	Description	Approved by	Date
1.0	December 2025	Original	HR	