**Job Title:** Assistant Management Accountant

**Reports to:** Management Accountant

**Location:** Nepicar House, Wrotham

**Company Overview:**

Cygnet was established in 1988. Since then we have developed a wide range of health and social care services for young people and adults with mental health needs, acquired brain injuries, eating disorders, autism and learning disabilities within the UK. Through our values of Integrity, Trust, Empower, Respect and Care we take pride in the services we offer and the outcomes we enable individuals in our care to achieve. Our expert and highly dedicated teams of over 12,000 employees support more than 2,500 individuals across 150 services to consistently make a positive difference to their lives.

**Role Overview:**

We are seeking a detail-oriented and proactive Assistant Management Accountant to join our management accounting team. The successful candidate will support the management accounting function, assisting with the preparation of monthly site management accounts, dashboard pack preparation with financial analysis, and assisting in updating financial records.

**Key Responsibilities:**

* Preparation of dashboard packs and conduct variance analysis to compare actual results to budgets, providing commentary to management and attend monthly calls with operational directors and hospital managers to discuss results.
* Preparation of site monthly management accounts.
* Maintain, update and reconcile financial records where applicable, ensuring accuracy and compliance with accounting standards and company policies.
* Prepare quarterly internal audit packs.
* Conduct ad hoc financial analysis and projects as required.
* Collaborate with other departments such as payroll to aid the understanding of financial results, share information and build working relationships.

**Role Requirements:**

* Actively working towards a recognised accounting qualification e.g. AAT or equivalent).

* Good understanding of key accounting principles and financial reporting standards.
* Proficient in Microsoft Excel and accounting software.
* Excellent analytical skills with attention to detail.
* Strong organisational and time management skills, with the ability to prioritise tasks effectively.
* Good communication and interpersonal skills, with the ability to work well within a team.