



Job Description

Job Title:	Senior Management Accountant
Reports to:	Managing Director
Full or part-time role:	Full-time (42.5 hours) or part-time (minimum of 37.5 hours) per week – must be 5 days a week Monday to Friday
Last updated:	23/3/26

Overall, you will work as part of the team with an organised, logical and flexible approach to your work, fulfilling any reasonable request to do any task that arises and is within your capability. We ask our employees to deal with all aspects of the role professionally, in particular ensuring all matters are dealt with in an accurate, timely and cost-effective manner, whilst maintaining confidentiality and high customer service standards. The role holder should always make decisions that ensure compliance with the overarching company policies, procedures and ethos whilst remaining open to making suggestions for changes and improvements to the existing practices.

However, the information below provides details on the key indicators of effective performance in your role.

Overall responsibilities

The Senior Management Accountant is responsible for producing accurate, timely and meaningful monthly and quarterly financial reports for Aspect Windows and Exeter Trade Aluminium and their holding company, supporting clear analysis and effective decision-making. They lead the preparation of annual budgets and financial forecasts and hold full responsibility for month-end processes, including balance sheet reconciliations and completion of accounts to trial balance level.

The role ensures both companies meet all statutory financial obligations and maintains strong working relationships with key stakeholders. It provides financial advice to support business initiatives, cost-saving opportunities and profit improvement. The Senior Management Accountant also oversees financial management within the department to achieve strong returns and ensures the finance function complies with GDPR, Health & Safety and other legal requirements.

They develop processes and tools to improve efficiency and accuracy across the Accounts Department and wider business, and provide effective line management for the Accounts & Administration Assistant.

Key areas of performance

The information below provides details on the key elements required for the role holder to perform effectively.

Sales Ledger

Responsible for effective customer invoicing and credit control to support strong cash flow and for providing clear debtor information to internal teams.

Customer Job Management

Provides support to customer job-related financial processes, including job creation, invoicing, reconciliation and ensuring accurate financial treatment of job stages across relevant systems.

Purchase Ledger

Oversees the accurate processing, checking and payment of supplier invoices, ensuring cost control, strong supplier relationships and compliance with internal procedures. Responsible for subcontractor reporting and certificates.

Bank

Ensures regular and accurate bank reconciliation for all accounts. Manages all bank payments including suppliers, payroll, VAT and annual statutory financial payments as required.

Effective cash flow management across multiple platforms.

Payroll, Pensions and Subcontractors

Leads monthly payroll and pension administration for both companies, ensuring accuracy, legal compliance and correct record-keeping. Oversees statutory payments, maintains payroll systems and supports staff and subcontractor payment processes.

VAT

Responsible for reviewing VAT entries and preparing, submitting and ensuring timely payment of VAT returns for all relevant entities.

Responsible for accurate treatment of VAT on sales in the construction industry and postponed VAT rules for overseas purchases.

Month-End

Manages the full month-end process, including reconciliations, journals, system preparation, project-related adjustments and preparation of data for management accounts. Maintains accurate cost, income and asset information.

Ensures inter group transactions are accurately recorded and reconciled.

Management Reporting

Produces budgets, forecasts, variance analysis and full monthly management accounts. Effectively liaises with relevant departments for information and explanations. Provides narrative explanations, contributes to performance reporting and ensures complete and accurate year-end information for external accountants.

Provides internal departmental reports on a timely and accurate basis.

Support trust administration and submission of information to the external accountants.

Facilities Management & I.T.

Supports administrative and operational tasks including insurance renewals, office and equipment management, liaison with IT and telecoms suppliers, vehicle tracking processes and maintaining a safe and organised working environment.

Fire Marshall Duties

Maintains responsibility for fire safety processes, including regular checks, fire drills, staff induction training and maintaining accurate evacuation information.

People Management

Provides effective leadership to Accounts staff through training, setting expectations, supporting performance, assisting with recruitment, managing staffing levels and developing a positive, high-performing team culture. Ensures good communication, manages absence appropriately and supports development across the team.

Other

Maintains strict confidentiality of financial information, ensures statutory financial documentation is correctly kept and reports Health & Safety concerns promptly.

Person specification

	Essential	Desirable
Work-based competencies	<ul style="list-style-type: none"> • Excellent organisational and time-management skills with the ability to prioritise and organise own workload efficiently, in order to achieve tight deadlines and to provide timely management information. • Excellent accuracy and attention to detail. • Excellent verbal (including telephone) and written communication skills. • Committed and able to maintain the confidentiality of information. • Good people management skills. • Able to build strong working relationships with other Managers. • A good understanding of cash-based asset management. • Strong Excel and systems skills with potential systems implementation. • Strong customer service skills. • Proficient in the use of a range of ICT. 	<ul style="list-style-type: none"> • Knowledge of relevant legislation e.g GDPR, basic employment law etc. • Understanding of our products knowledge and supply partners.
Behavioural competencies	<ul style="list-style-type: none"> • Solution rather than problem orientated. • Self-motivated • Able to work effectively under pressure • Possesses a growth mindset and values constructive feedback. 	

	<ul style="list-style-type: none"> • Able to interact effectively with a diverse range of people and backgrounds. • Emotionally resilient and able to pursue completion despite set-backs. • Compassionate. • Assertive when appropriate. • Ethically driven, respectful of and motivated to accommodate individual lifestyle, beliefs and norms. 	
Qualifications & experience	<ul style="list-style-type: none"> • AAT or ACCA qualification or equivalent. • Proven account management experience including the production of meaningful financial reports and analysis, budgets and forecasts. • Experience of producing accurate and timely monthly bookkeeping records independently. • Proven experience of working independently with accounting and payroll software. • Experience of producing year-end financial records and working with an accountant to produce accurate and timely end of year reports. • Experience of completion and submission of VAT returns. 	<ul style="list-style-type: none"> • Qualification in SAGE • Proven line management experience • Relevant management qualification • NEST pension scheme administration experience • Proven customer service experience. • Experience of completion and submission of CIS returns. • Experience of working within an owner led business. • Experience of administering Trust Funds. • Experience dealing with construction industry administration and returns. • Experience of working independently with SAGE (Line 50) and/or Sage Line 50 payroll
Organisational fit	<ul style="list-style-type: none"> • Able to work in an open-plan setting • Able to balance informality with professionalism with clients and colleagues • Values straight-talking • Flexible in terms of hours and attitude 	
Special requirements	<ul style="list-style-type: none"> • Please note that the role holder will be required to go through a standard DBS check due to the nature of the role. 	<ul style="list-style-type: none"> • Willing and able to learn and undertake fire marshall responsibilities