

# ONE REN

|                     |                                                               |           |        |
|---------------------|---------------------------------------------------------------|-----------|--------|
| POST TITLE:         | Management Accountant                                         | POST ID:  |        |
| DEPARTMENT:         | Finance & Governance                                          | GRADE:    | G10    |
| SECTION:            | Finance                                                       | LOCATION: | Hybrid |
| REPORTING TO:       | Finance Manager (Management Accounting and Business Planning) |           |        |
| LINE MANAGEMENT OF: | None                                                          |           |        |

## JOB PURPOSE

To support and develop financial planning, budget monitoring and financial reporting processes across OneRen to enable effective decision making and achievement of Business Plan objectives.

To help maintain robust, efficient financial processes and practices across the company to meet company requirements, safeguard resources, deliver best value, and to comply with statutory regulations.

## KEY DUTIES & RESPONSIBILITIES

### Being an active member of the Finance team

1. To work with the Finance Manager (Management Accounting and Business Planning) to achieve the business objectives of the Finance team and contribute to the achievement of the wider OneRen business objectives.

### Financial advice, analysis and financial information

2. Contribute to the development of appropriate systems and processes to monitor and report the financial position of the company, ensuring the quality and integrity of financial reports and other analysis through the continual monitoring and development of companywide financial information and associated reporting systems.
3. Provision of ad hoc financial analysis, advice and information to support company activities and initiatives.
4. Provide general support, information, and advice to budget holders including the Senior Leadership Team and Senior Management Team,

5. Support the Finance Manager (Management Accounting and Business Planning) in developing and providing financial reports to Boards and Joint Committees and support the production of returns to the Scottish Government and other stakeholders.
6. Continue to develop appropriate financial information and data to senior managers and budget holders to enable them to efficiently manage their budgets.
7. Liaison with council partner teams regarding the management of the service payment.

#### Strategy, projects and service development

8. Support and where required lead on the development of financial strategies and policies for specific corporate issues
9. Work on specific projects, leading on business case developments and financial analysis. Conducting financial modelling to support business model development.
10. Providing financial advice and support for capital and operational projects, preparing financial projection as required by the Senior Management Team to support effective decision making.
11. Support transformation change ensuring the company and budget holder holders have accurate and prompt financial information for decision making and ensure continuous trend information.

#### Financial reporting and preparation of annual accounts

12. Support the annual accounts process, with responsibility for the development and provision of specific areas to the accounts and associated working papers.
13. Assist with national governmental, regulatory or legislative returns are completed within timescale.

#### Financial business planning

14. Support the company's revenue budget setting process, liaising with senior leadership team and service managers to ensure budgets are complete and accurately reflected in corporate accounting systems.
15. Work with budget holders to develop business plans for future investment and development opportunities and support the implementation of those plans, ensuring the financial ledger supports management of the changes.
16. Support the financial planning processes e.g., Longterm financial planning and other corporate initiatives and practices.
17. To assist with development of the financial performance data for OneRen's Business Plan.

#### Financial processes, procedures and systems

18. Ensure financial processes are regularly reviewed, updated and continuously developed and improved to safeguard resources and deliver sound financial management across OneRen.

#### Other responsibilities

19. Attendance at subgroups and working groups as and when required.
20. Adhere to our commitment to Health and Safety, Supporting Attendance, Equal Opportunities and compliance with all other relevant policies related to this role.
21. Keep up to date with legislative and regulatory change, advise managers about the changes and ensure processes and procedures are updated where required to meet statutory requirements.
22. Adhere to our commitment to Health and Safety, Supporting Attendance, Equal Opportunities and compliance with all other relevant policies related to this role.
23. Promote the health and safety of employees at work and of service users through the implementation of the company's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.
24. Ensure that all activities for which the post holder is responsible are delivered in accordance with the OneRen's Equality and Diversity Policies and the statutory and general and specific Equality Duties.
25. Participate at Team meetings as scheduled in accordance with the remit and status of the post.
26. Ensure that the OneRen's Customer Service Standards are followed in all dealings with those served.
27. Uphold the organisational values of Integrity, Excellence, Creativity and Fairness.
  - Integrity – We value honesty and high ethical standards in how we work within and out with our organisation: we are passionate in our determination to always do the right thing.
  - Creativity – We are innovative and flexible in responding to local needs; in meeting challenges, we are creative thinkers, with a consistent focus on outcomes.
  - Fairness – We focus on inclusion to ensure we deliver for everyone across our community; we are caring and kind to each other and in the way we support the community.
  - Excellence – We will work collaboratively in pursuit of our community's shared goals; in everything we do, we aim to deliver a quality experience and actively champion high standards.

This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.

## PERSON SPECIFICATION

| Factors                               | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Desirable                                                                                                                                          | Method of Assessment                      |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>EDUCATION</b>                      | <ul style="list-style-type: none"> <li>Fully professionally qualified CCAB accountant or equivalent</li> <li>Continuous professional development in line with the membership of a registered professional body</li> </ul>                                                                                                                                                                                                                                                                                                         | Degree in a relevant discipline                                                                                                                    | Qualification / application and interview |
| <b>RELEVANT EXPERIENCE</b>            | <ul style="list-style-type: none"> <li>Experience of providing finance support to budget holders and senior managers in a public sector and or charitable environment</li> <li>Experience of supporting change projects</li> <li>Experience of overseeing budgetary management and control processes</li> <li>Experience of supporting annual accounts, estimate preparation and leading budget monitoring</li> </ul>                                                                                                             |                                                                                                                                                    | Application and interview                 |
| <b>SPECIAL KNOWLEDGE &amp; SKILLS</b> | <ul style="list-style-type: none"> <li>Sound technical knowledge including knowledge of relevant legislation and accounting standards</li> <li>Good knowledge and understanding of effective financial governance, controls and regulations</li> <li>Ability to analyse and present financial management information clearly</li> <li>Ability to multi-task in a dynamic environment</li> <li>Experience of operating electronic financial ledger systems and associated reporting tools</li> <li>Proficient IT skills</li> </ul> | <p>Experience in utilising business intelligence software eg Business World</p> <p>Experience of delivering finance training to budget holders</p> | Application and interview                 |

| Factors                             | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable | Method of Assessment      |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------|
| <b>PERSONAL FEATURES/ QUALITIES</b> | <ul style="list-style-type: none"> <li>• Ability to work as part of a team and on own initiative</li> <li>• Ability to work to deadlines and quality standards</li> <li>• Ability to effectively work with and appropriately influence non finance professionals</li> <li>• Positive attitude to change</li> <li>• Excellent interpersonal skills</li> <li>• Professionalism – maintains the standards expected by the company at all times.</li> <li>• Customer Focus – recognises customer service as being part of everyone's job; takes into account customer needs and expectations</li> <li>• Respect – behaves in a way that demonstrates respect for people, property and policy.</li> <li>• Innovative thinking – looks for ways to continuously improve the service.</li> </ul> |           | Application and interview |
| <b>MANAGEMENT COMPETENCES</b>       | <ul style="list-style-type: none"> <li>• Communication – demonstrates an ability to communicate in a way which is clear, open, honest and constructive.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | Application and interview |
| <b>OTHER</b>                        | <ul style="list-style-type: none"> <li>• Responsible approach to sensitive information</li> <li>• Flexible approach to work and the ability to support activities across a number of teams and locations within Renfrewshire</li> <li>• Knowledge of the internal and external environment in which the post operates.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | Application and interview |

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|------------------------------|-----------------------------------------------|--------------|-----------------|
| <b>Approved by:</b>          | Stacey Martindale<br>Strategic People Manager | <b>Date:</b> | 3 December 2025 |
| <b>Evaluation Reference:</b> | A3460                                         | <b>Date:</b> | 3 December 2025 |