

## **Role Profile; Operational Project Accountant.**

**NB – as each client contract differs the following is only a generic role profile, as each client and each contract will be different**

**Qualifications** – Full or finalist level CAAB accounting qualification.

**Experience** – You should have large company experience, ideally as part of a project team implementing information systems or financial based toolkits. Exposure to project accounting would be preferred. Proven track record of managing budgets and costs. Knowledge of a wide range of financial systems and the business information and communication systems which feed into it would be essential. Monthly accounting, accruals, face to face dealing with internal and external auditors would be expected. Knowledge of fixed assets, capitalisation and revenue.

**Responsibilities** – Ownership of managing overhead and cost accounts across global, multiple high profile complex projects. Budget creation and modelling, actual v budget cost analysis and commentary, variance and reporting. Presentation of periodic accounting and associated presentation. Payroll accounting, accrual creation, audit preparation. Preparation, analysis and reporting of forecasts, annual budgets and long term business plans. To focus on the needs of the customer.

**Key Deliverables** – Delivering on target project financials. Working to tight deadlines within complex accounting process. Management of period accounting. Delivery with limited management supervision of project accounts, detailed reporting to an audience of both finance and non-financial management. Creation of back up for internal and external auditors. Creating partnerships with your customer base.

**Type of person** – Self driven and motivated and can manage their own work load. Must be willing to work using own initiative. Be able to think through problems in a pragmatic manner. Ability to change your style of working to adapt to various projects. Able to juggle a number of key priorities across a number of projects at a number of clients. Know when to ask for assistance.

**Reporting to** – Senior Project Financial Management Consultant and Customer Project Management.

**Key Relationships** – To CJM management, CJM consultancy team, CJM Operational Accountants. Project Management Team, Project Stream Leads, Project Team Members, Internal and External stakeholders, Third Party Contractors, Finance team and project leads. Working with local customer finance teams.

**Customer Profiles** – a wide variety of large private and public projects, currently focused on the implementation of local and global implementation systems. Our private client base being SME's through to FTSE 100 companies.