



Job Title	Management Accountant
Role Overview	<p>Rock Management Services (Rock MS) provides business support to businesses who do not have the capacity to have an in-house team. One of Rock MS' biggest clients is Reeds Solicitors LLP (Reeds), a large multi-office solicitors' firm with offices across England and Wales. Reeds represents clients in Criminal Law, Prison Law and Family Law, as well as in Mental Health and Court of Protection proceedings. The firm is based upon a strong ethic of client care and employee care and prides itself on supporting and developing its staff at every level.</p> <p>This role will be supporting Rock MS clients, but predominantly Reeds Solicitors LLP.</p> <p>This is a new role that overlaps between the duties of our Finance Manager and Financial Planning and Analysis Manager.</p> <p>The Management Accountant plays a pivotal role in the day-to-day financial operations of the organisation. Acting as a key support to the Finance Manager, this role combines responsibilities typically associated with both management, accounting and operational finance management. It is ideal for a qualified or part-qualified accountant with strong technical skills and the ability to take initiative in a fast-evolving finance function.</p> <p>This is a great opportunity for someone who is ambitious and wants to learn and grow within the finance sector. As Rock continues to grow, there will be many opportunities for development and to diversify.</p> <p>We're looking for someone who's proactive and confident working on their own, using their initiative and taking ownership of what they do. You'll have a can-do attitude, always looking for ways to improve and grow in your role. It's important that you share our values around doing your best, not just for the sake of the job, but to deliver the best possible service. If you're someone who's always striving for more and keen to make a real impact, we'd love to hear from you.</p>
Roles and Responsibilities	General



- Assist in the preparation of monthly management accounts, including journal postings, allocations and report building
- Support budgeting and forecasting processes and other ad-hoc accounting reports
- Contribute to cost centre reporting, performance tracking, and financial planning
- Provide support to internal and external stakeholders with any queries
- Own financial processes such as cashflow, bank and credit card reconciliations
- Support the month-end and year-end close processes
- Ensure adherence to internal controls and support development of financial procedures for new clients
- Deputise for the Finance Manager and Management Accountant as required including liaising with auditors, banks, and external stakeholders
- Any other tasks as directed by the senior management.

Systems and Process Improvement:

- Help adapt and improve finance systems and reporting methods for clients
- Identify opportunities for process automation and efficiency gains
- Participate in finance projects and the implementation of new systems or policies
- Team Support
- Provide guidance and process support to junior finance team members
- Foster collaboration within the team and with other departments
- Contribute to a culture of continuous improvement, accuracy, and service

Team Support

- Provide guidance and process support to junior finance team members
- Foster collaboration within the team and with other departments
- Contribute to a culture of continuous improvement, accuracy, and service



<p>Person Specification</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Part-qualified or fully qualified (e.g. ACCA, CIMA, ACA) or equivalent experience. <p>Experience:</p> <ul style="list-style-type: none"> • Solid experience in a finance role covering both management accounting and operational finance duties • Experience preparing management accounts and supporting budget processes • Experience with finance systems (e.g. Sage, Xero, QuickBooks, Dynamics, etc.) and strong Excel proficiency • Exposure to audit processes and financial controls <p>Skills and Attributes:</p> <ul style="list-style-type: none"> • Strong attention to detail with excellent analytical and problem-solving skills • Able to work independently while also collaborating effectively • Confident communicator with the ability to explain financial concepts to non-finance colleagues • Organised, proactive, and adaptable to change • Discreet and trustworthy, with a commitment to professional integrity
<p>Salary</p>	<p>Competitive salary 25 days of holiday</p>
<p>Working hours</p>	<p>9:00am to 5pm, with one hour for lunch Monday – Friday, flexible working available (once completed probationary period).</p>
<p>Job type</p>	<p>Permanent – Hybrid – attending the Kidlington office 1 – 2 days a week. Possible remote for a suitable candidate.</p>
<p>Closing date</p>	<p>We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date.</p>
<p>Why work for Rock MS?</p>	<p>We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and</p>



ROCK

MANAGEMENT SERVICES

	<p>flexible firm with good opportunities for development and career progression. We expect a lot from our employees but in return we offer:</p> <ul style="list-style-type: none">• The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 21 days plus all bank holidays);• Additional paid day off on your birthday or celebration day.• Ability to purchase a further 5 days of holiday each year.• Discretionary additional holiday days given at Christmas (up to a maximum of 2 days).• Hybrid working available.• Flexible working schemes available to all employees.• Private medical health care with the option to add optical and dental care.• Discounted gym memberships.• Fresh fruit baskets in each office on a weekly basis.• Cycle to work scheme.• Unlimited access to online based training.• Employee assistance programme with access to physical, mental and emotional health advice & webinars, wellbeing videos and programmes, online counselling & mini health checks.• Professional development support
How to apply?	If you are interested in this position, or would like further information, please email info@rockms.co.uk the job title clearly stated in the subject line.