

We're **recruiting**

JOIN THE **du** TEAM





Project / Senior Management Accountant

Location: DLL HQ, Trem y Dyffryn

Salary Grade: 9 (£36,648 to £40,221)

Hours: Full time, 37 hours per week

Contract: Permanent

Closing Date: Wednesday 5th February, 2025

How to apply:

To apply, please send your CV to People@denbighshireleisure.co.uk. For alternative methods of applying please contact the Our People Team on 01824 706724.

We will shortlist for interview once the vacancy has closed, and if you have been selected for interview, you will receive an email with the details. Please ensure you check your junk/spam folders.

Mae'r dogfen hon hefyd ar gael yn y Gymraeg / This document is also available in Welsh

About Us

Denbighshire Leisure Ltd. is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

The Denbighshire Leisure team are a well-established, passionate and driven team, with a culture of high performance and excellent customer service. Our past successes have led us to where we are today, with an excellent reputation in all our facilities, and a hard working team who thrive on the customer having the best experiences possible.

We expect our staff to be committed to;

- Providing an excellent standard of service at all times
- Their own self development and the development of our business
- Working flexibly across sites where needed
- Supporting team working, supporting their colleagues and our customers

Our workforce is of utmost importance to us and we are committed to supporting staff to achieve a positive work-life balance. All employees of Denbighshire Leisure Ltd. are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, generous annual leave allowances (with the opportunity to purchase more) and support for applications for career breaks and secondments.

Our Values



Ambition & Growth



Trust & Integrity



Excellence & Resilience



Pride & Passion



Job Description

Job Title: Project / Senior Management Accountant

Grade: 9 £36,648 to £40,221

Company: Denbighshire Leisure Ltd

Service Area: Finance

Responsible to: Finance Business Partner

Job Purpose:

To support the Finance Business Partner to manage the Company's diverse finance function, comprising of purchasing and accounts payable, accounts receivable, cash and treasury management, budgeting and forecasting, payroll reconciliation, financial governance and audit and financial systems.

The post holder will provide financial advice, guidance and reporting to the Company's Senior Management function and Executive Team.

Initially, the post holder will be responsible for supporting the Head of Finance and the Finance Business Partner in developing the company structure and systems to support a significant business change programme. On this has been completed then the role will evolve into a senior management accountant position.

As a key part of the Company's finance team, you will work closely with the Financial Business Partner and other Senior Managers and Executives to manage and develop the financial strategies for the Company. You will create and develop forecasts and financial business plans to ensure the Company's commercial and financial objectives are met.

The post holder will have an extensive background as an accounting professional with a proven experience of developing and driving successful businesses.

Principal Accountabilities and Responsibilities

- To support the business through a significant period of change. This will include, but not be limited to a new group structure, new systems and new processes
- To provide leadership, structure and direction to the Ledger Accountant, Management Accountant and Assistant Accountant, to ensure that deadlines are achieved, and standards maintained. To provide training and mentorship where required for financial systems and practices.



The role will deputise for the Finance Business Partner as and when required:

- To play a principal role in the financial control of the Company, including financial planning, modelling, forecasting, budgeting, accounting and all related monitoring and analysis
- Overseeing cash flow to ensure funds are available for operational needs whilst ensuring financial sustainability and profitability of the Company.
- To contribute to the overall development and implementation of the Company's governance arrangements and specifically developing the financial plans and commercial direction.
- Establish and maintain a high level of credibility and manage strong working relationships with external parties including customers and suppliers.
- Any reasonable task requested through the company's Executive Management team

To assist in leading the Finance function of the Company, to include:

- Acting as the Deputy Finance Business Partner, ensuring strong financial governance across the company.
- Advise and challenge Senior Management to ensure targets are realistic and deliverable, identifying new ways of working to effectively manage costs and maximize revenue.
- To manage and coordinate the production of all required information and reports throughout the year for a range of business areas to meet Company and statutory deadlines.
- Interpret complex financial information and provide solutions as required.
- Monitor cashflow, accounts and other financial transactions.
- Assist in company-wide corporate planning, including setting annual targets and managing performance against these targets.
- Assist with preparation of accounts for external audit.
- Preparation of the Company's monthly management accounts and forecasts, comprising of Profit & Loss, fully reconciled Balance Sheet and Cashflow.
- Prepare timely and detailed reports on financial performance on a monthly/annual basis as required by the Executive team and Senior Managers.
- Review of accounts and investigation of variances, setting recovery plans as required.
- Capital expenditure – evaluation and preparation of business cases.
- Advise on the annual cost rates and prices for customers.
- Leading and developing staff within the finance team.
- Aged debt – report to Management and manage the debt recovery process.
- Manage Company timesheet process and ensure payroll costs are posted to the ledger correctly.
- Managing and authorising supplier payments.
- Support the completion of the Company VAT return.



Supervision/Management of People

- In the absence of the Finance Business Partner, the post holder will be required to work autonomously at a strategic level, advising and challenging the Senior Management and Executive team members in a wide range of financial areas.
- The post holder will oversee associated finance programmes, strategies, and activities for designated business areas.

Qualifications Experience & Knowledge:

- ACCA / CIMA part qualified or Association of Accounting Technicians (AAT) NVQ Level 4 or equivalent.
- Relevant experience working within a Finance role/sector.
- The post holder must have the ability to effectively manage staff and finances to deliver the Company's objectives.
- Demonstrate a high degree of communication and interpersonal skills, as the ability to interpret financial data to draw conclusions and make appropriate recommendations will be essential.
- The post holder must have the confidence to communicate and challenge stakeholders at all levels within the organisation including presenting information via an appropriate method.
- Experience of working with and developing financial systems to support business management.
- Ability to use and apply relevant ICT commensurate with the nature and demands of the post.

Special Working Conditions

- The post holder must have the ability to travel across Denbighshire for which an allowance is payable but subject to review.
- Although this post is 37 hours per week, a flexible approach to core working hours is required. The post holder will be expected to work the hours the job demands.
- The post holder will be required to work to compressed timescales and within defined budgets.
- The post holder will be required to complete tasks autonomously and have a proven ability to work off their own initiative.
- The ability to prioritise work, deal with conflicting priorities and meet deadlines is essential to this post.



Person Specification

Post title: Project / Senior Management Accountant

Essential Criteria

- GSCE Grade C in Maths and English, or equivalent qualification, or work experience.
- ACCA / CIMA part qualified or Association of Accounting Technicians (AAT) NVQ Level 4 or equivalent or working towards the qualification and associated membership.
- Significant experience working in a relevant financial or accounting environment
- Evidence of monitoring a budget and providing regular budget and other financial reports.
- Evidence of consistent correct use of accounting and financial procedures, regulations and systems.
- Evidence of meeting deadlines in submitting grant applications, monitoring forms and information for regulators.
- Excellent organisational skills with the ability prioritise
- Strong administrative and IT skills – in particular experience of using Microsoft Excel
- Excellent written and verbal communication skills
- Has excellent attention to detail, with a high degree of accuracy
- Highly motivated and capable of working as part of a team/on own Initiative
- Ability to work to instruction and within clear guidelines, with the ability to problem solve
- Empathy with the Welsh Language and Culture
- Experience of working with and implementing new systems



Person Specification

Post title: Project / Senior Management Accountant

Desirable Criteria

- Evidence of continued professional development
- Experience working in a relevant financial or accounting environment – ideally within leisure
- Knowledge of audit requirements and procurement rules
- Recent training and development in ICT and/or systems – ideally within a finance environment.
- Ability to communicate through the medium of Welsh
- Direct supervisory or staff management experience



Employment Checks/Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; two satisfactory references covering three years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Safeguarding Statement

DLL recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all DLL employees are required to work in accordance with the Company's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Company can take prompt action when exploitation is identified.

Vision/ Context

Denbighshire Leisure Ltd has been transformed over the past decade and is now renowned for delivering high standards of provision right across the County of Denbighshire; offering a new, unique, affordable, and a commercially sustainable Leisure offers; whilst making a significant contribution to improving the health of our residents and delivering Economic prosperity. This has been possible because of a highly motivated workforce, with a great culture who work to strong values.

The post holder will be expected to display and promote our company core values:

- We will stand by our principles of integrity and honesty.
- We will be trusted by our staff to always do what is right as their employer, and make them proud.
- We will never accept the status quo. We will work harder, become stronger and continue to deliver the highest quality of service to our customers.

Denbighshire Leisure Ltd has three important, but distinct pillars, which informs and influences the way we work and why the Company was created. The Company is recognised for the valuable contribution it makes to our communities, how it works with its partners and other businesses, and more importantly how the Company looks after and develops its workforce – the Company very much believes in a 'one team - one bank' account philosophy.



Ambition & Growth

Excellence & Resilience



Trust & Integrity

Pride & Passion





THANK YOU FOR YOUR INTEREST

For more information please contact Andy Moreland, Head of Governance, on 01824 706724, or andy.moreland@denbighshireleisure.co.uk



www.denbighshireleisure.co.uk



DLLCommunities



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