JOB DESCRIPTION

Job Title: Management Accountant Department: Finance

Reports To: Finance Director Location: Head Office

Role Purpose
To manage the production of timely, complete and accurate management accounts, supported by reconciliations and auditable financial records. Review and develop financial processes to ensure they meet the ongoing needs of the business.

Key Accountabilities	**Key Activities**
Financial Management	• Lead the development and management of the financial management information reporting requirements of the Charity and its subsidiary, ensuring accuracy, consistency, appropriateness and timeliness. • Manage the monthly accounting cycle, including making appropriate adjustments (accruals, deferrals, prepayments etc.) to the Charity's income and expenditure to ensure the accounts are presented in accordance with accounting policies. • Ensure efficient management of both the sales and purchase ledgers and related cashflow. • Ensure appropriate recharges are in place within the Charity to ensure costs are allocated where it is practicable to do so to achieve valuable understanding of the Charity's financial performance. • Develop reports that convey complex financial information to non-specialists in clear and easy to understand formats
Performance Management	• Develop management information reports containing appropriate and valuable insight that assist the Charity's strategic leadership team in making informed strategic and operational decisions. • Work with department leads to develop relevant information and statistical analysis (KPI's) for the Board and Strategic Leadership Team Management Information Report (MIR), departmental and regional reporting and other purposes as required. • Regularly review the content of the reports and data used for

	KPI's, revising as necessary to reflect the needs of the business.
Budgeting and Forecasting	• Develop, implement and manage the annual budgeting process. • Develop, implement and manage a forecasting process that will enable this role to inform the senior leadership team regarding the Charity's ability to meet objectives and longer term strategy. • Be the main point of contact for department leads, providing support and guidance on budgeting and forecasting as necessary while also reviewing and challenging submissions. • Lead the development of departmental and organisational financial understanding of budget holders and other employees within the Charity. • Understand and communicate to managers as necessary the requirements of the budgeting and forecasting processes.
Systems Development	• Maximise the abilities of the accounting package. • Pursue the integration of the accounting package with other key systems where practicable. • Maximise the application of single data entry principles. • Develop costing, budgeting and reporting tools to maximise opportunities to increase awareness and understanding of the financial performance of the Charity.
Banking	• Act as main contact for banking issues and queries, monitor bank changes and review banking arrangements as necessary.
Leadership	• Ensure all routine tasks are completed efficiently, accurately and in accordance with a defined timetable, to achieve monthly and other deadlines. • Ensure that sufficient resources are available to meet the needs of the business. • Lead, engage, motivate and influence others to achieve desired outcomes • Support the learning and development of employees

Attend Meetings	• The post holder would be expected to attend and positively contribute to meetings relevant to this role as required, to include meetings of:
	  ○ Board Meetings
	  ○ Strategic Leadership Team
	  ○ Finance & Audit Committee
	  ○ Managers meetings

Other duties	• Work collaboratively with the Financial Accountant and team to achieve effective outcomes for the Charity. • Keep up to date with professional developments. • Undertake projects, analyse findings and report back with recommendations. • Contribute to the future development of the organisation wherever possible. • Participate in Charity and departmental initiatives and project/working groups.

Note: In addition to Key Activities, the job holder will be expected to perform other such duties as may reasonably be required within the level and scope of the role.

Scope of Role	
Financial (Budgets, agreements etc)	**Non-Financial (Stakeholders, Team Members etc.)**
Control expenditure of departmental-specific costs, such as bank charges, cheque stationery etc.	• Manage direct reports in the Finance team. • Interaction with Charity employees and volunteers. • Interaction with professional service providers and other external organisations.

Person Specification	
Skills & Experience	
Essential: • Experience of managing a small accounts team • Previous relevant experience in an accounts department, covering sales and purchase ledgers, cash book etc. • Experience of regularly interacting with non-financial managers, including supporting budget holders. • Experience of producing, preparing and interpreting management accounts and other financial reports.	**Desirable:** • Previous experience of using Access Dimensions accounting software. • Experience of charity sector accounting. • Advanced Microsoft Excel skills (e.g. pivot tables, lookups etc.)

• Experience of documenting, reviewing, amending and developing systems and processes. • Excellent attention to detail. • Excellent communication and analytical skills. Excellent IT skills to include Microsoft Excel	
Qualifications/Professional Memberships etc.	
Essential: • A relevant accounting qualification e.g. CIMA or ACCA	**Desirable:**

Job Description Authorised By:

Name: Martin Smith **Job Title: Finance Director**

Signed:……..…… **Date: July 2017**