

**Job Description**

**Title:** Management Accountant

**Department:** Finance

**Accountable To:** Finance Accounting Manager

**Key relationships:** Finance Director, Budget-holders, Senior Leadership Team, Finance software suppliers and auditors (where appropriate)

**Salary:**  £26,390

**Contract:** Part time

**Hours:** 30 per week

**About the Post:**

The Management Accountant will work closely with the Finance Accounting Manager, Finance Services Manager and the Finance Director. They will be responsible for producing monthly management accounts and financial analysis for the organisation (including subsidiaries). This role will work with the Finance Accounting Manager and Finance Director in the preparation of budgets and provide guidance to budget holders in managing budgets for their area of responsibility.

The Management Accountant will ensure that balance sheet reconciliations are completed in a timely way and look to develop financial controls and procedures as appropriate. This role should look to develop the organisation’s finance and reporting systems to achieve streamlined processes and enhanced financial information.

Along with producing ad hoc reports for budget holders and Senior Managers, where needed the Management Accountant will also support the Finance Managers and Finance Director in producing ad-hoc reports, and ensuring compliance with Gift Aid, VAT and any other applicable HMRC rules.

**Main Responsibilities/ duties**

**Management information**

* Prepare monthly management accounts, including income and expenditure accounts, budgets, cash flows, variance analysis and other analysis in accordance with the timetable agreed
* Ensure all budget holders and senior management have access to accurate, timely and relevant management information.
* To work with the Finance Accounting Manager in providing a Business Partnering role to support the budget holders
* With the Finance Managers and Finance Director, develop key performance indicators to enable the financial performance of the organisation and finance team to be measured effectively.
* Interpret and communicate financial data to non-financial managers.
* Monitor organisational performance against budget, ensuring that significant actual and potential variances and financial risks are highlighted to Finance Accounting Manager, budget holders and the senior leadership team, as appropriate.
* Contribute to medium and long term business planning/forecasts, including income projections and reforecasts,
* Contribute to develop and maintaining accurate cash flow forecasts and projections.

**Financial controls**

* With the Finance Accounting Manager, ensure balance sheet and bank reconciliations are completed to ensure the completeness and accuracy of management and statutory accounts.
* Ensure that the fixed asset register is maintained and updated with new assets, that all disposals are accounted for and that depreciation is accounted for in accordance with the Charity’s policies
* Ensure financial authorisations are maintained and updated as required.
* With the Finance Managers and Finance Director monitor, review and evaluate accountancy practices, financial reporting processes and financial controls; recommending improvements where needed.

**Statutory reporting and returns**

* Contribute as appropriate, and along with the Finance Managers and Finance Director, to ensure ARHC achieves a clean audit report
* Keep up-to-date with VAT and tax changes that may impact on the organisation and contribute to ensuring ARHC is structured appropriately for these purposes

**Financial systems**

* Provide input to the ongoing improvement and development of the organisations financial and other non-clinical systems

**General**

* Provide support to other members of the Finance Team at peak times, in particular the Finance Accounting Manager
* To ensure all work is carried out in accordance with the organisation’s equal opportunities policy.
* Maintain confidentiality at all times and to ensure compliance with the Data Protection Act.
* Adhere to ARHC’s health and safety policy.
* Undertake other duties of similar nature which fall within the scope of the post which may be required from time to time.



**Person Specification – Management Acountant**

**Essential Criteria:**

**Knowledge and experience**

* 1. Minimum of 5 years experience in working in a finance role
  2. Experience of preparing management accounts
  3. Some experience of liaising with budget holders and supporting non-finance staff
  4. AAT Qualified/Part qualified CCAB/CIMA accountant
  5. Excellent excel and office skills
  6. Experience in using standard accountancy packages

**Skills/Personal attributes**

* 1. Good written and verbal communication skills and ability to explain finance concepts to non-financial staff members.
  2. Ability to maintain confidentiality at all times
  3. Flexibility and willingness to undertake a variety of tasks if needed at busy times
  4. Ability to work with and inform senior staff of key finance risks
  5. Ability to develop and complete project and system work
  6. Self-motivated and pro-active in seeking solutions