Job Title:          Charity Management Accountant (0.6 FTE)

Reporting to:     CEO

Direct Reports:   Accounts and Administration Assistant (0.5 FTE)

Job Purpose:
▪ To produce, analyse, report and forecast charity financial data to ensure that the CEO, Board of Trustees and Executive Leadership team receive timely, accurate and relevant information to be able to plan and make effective decisions, contributing to the overall financial appraisal of the organisation’s performance.
▪ To provide professional business support to budget-holders to ensure financial control and effective decision-making through financial, operational and business evaluation and analysis.
▪ To be point of liaison with any external contractor providing Financial Director services as and when needed.

Key Accountabilities:
1. Consolidate and interpret financial data to ensure that the CEO, Board of Trustees and Executive Leadership Team are provided with accurate and timely business information.
2. Prepare year-end accounting and taxation reports ensuring that the charity complies with all legal, charitable and company requirements (following FRS102).
3. Reporting on financial allocations made between the charity and its trading subsidiaries.
4. Manage the preparation and submission of all taxation returns in liaison with the auditors.
5. Liaise with external auditors and ensure compliance with all relevant legislation.
6. Produce and file statutory accounts with the Charities Commission and Companies House.
7. Support and guide budget holders to prepare the annual budget, monitor expenditure against budgets and advise budget holders of any significant variances ensuring that budgets are effectively managed.
8. Demonstrate appropriate use of financial and performance data software applications.
9. Produce monthly reports for the CEO to highlight performance data, indicators and measures.
10. Produce quarterly management accounts and cash flow forecasts to present at Board meetings.
11. Analyse the charity’s company’s financial performance and advise on longer term forecasts and trends, to facilitate effective management decision making.
12. Provide support for grant applications and providing monitoring information for funders.
13. Oversee the provision of the payroll function to ensure accurate and timely payment of salaries and relevant reporting and documentation, working with Human Resources.
14. Maintain awareness of developments in the field of management accountancy ensuring the continued provision of high-quality professional service.
15. Take responsibility for the on-going management and delivery of financial policies and procedures, ensuring that all financial controls are adhered to, making recommendations for improvement and dealing with any discrepancies.
17. Supervise the performance and development of reporting staff to ensure that the overall objectives of the organisation, and their individual objectives are achieved.
18. Ensure that appropriate health and safety issues are addressed, as affecting the immediate team and wider organisation and participate in other charity initiatives and working groups.
19. Other duties as required.

This job description is non-exhaustive, and is subject to regular review with the post holder and amended in line with the needs of the organisation.
Person Specification

Education and Qualifications

**Essential**
Qualified with either Chartered Institute of Management Accountants or Association of Certified Chartered Accountants.

**Desirable**
In addition to the above, Association of Accounting Technician qualified.

Experience

**Essential**
Third sector financial experience in an environment with both commercial and voluntary income. Experience in supporting a fundraising environment, including medium to long term forecasting and trend analysis. Experience using Sage 50 Cloud Professional. Experience of producing and filing statutory accounts with the Charities Commission and Companies House. Able to work independently and using own initiative.

**Desirable**
Experience in supporting and training budget holders. Working knowledge of financial benefits from Customer Relationship Management systems.

Skills and Knowledge

**Essential**
Knowledge of all relevant regulatory reporting requirements e.g. Charity SORPS. Working knowledge of Value Added Tax for charities with trading subsidiaries. A business enabler with the ability to forecast, analyse and present financial data to support business decision-making.

Behavioural Competencies

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<thead>
<tr>
<th>Entrepreneurial and Commercial Thinking</th>
<th>Presenting and Communicating Information</th>
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<tbody>
<tr>
<td>Analysing</td>
<td>Writing and Reporting</td>
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<tr>
<td>Adhering to Principles and Values</td>
<td>Leading Change</td>
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</tbody>
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