

Job Description



Job Title:	Management Accounts Officer
Department/Section:	Finance
Reports to:	Financial Controller
Principal Contacts:	Finance Department staff, Heads of Service, HMRC, Regulatory Bodies, Accountants.
Job Purpose:	To provide accurate and timely Management Accounts for the Charity and Trading company including Year End Accounts including Cash Flow analysis and forecasting. To produce supporting analysis as required by Accountants and to deal with any queries. To assist service managers by providing sound financial support, analysis and reporting as required. Complete Surveys as required by Statutory and Professional bodies. To complete VAT returns and deal with queries. To provide cover for job roles within the department including Payroll.
Responsible for:	People: Nil Finance: Nil Other physical resources: Nil

Main Duties and Responsibilities:

(This list is intended to define the main duties and responsibilities that are required to be undertaken by the post holder and is not a comprehensive list of all duties that may be required from time to time)

1. Prepare and distribute monthly management accounts to strict deadlines for the charity and Trading Company, including variance analysis and forecasting, producing required backup and commentary, having discussed with Managers details of the Budget variances
2. Complete month end duties including Bank reconciliations, journals provisions and Stock entries and balance sheet reconciliations producing relevant supporting documentation
3. Coordinate month-end activity by other team members, including invoicing, cash reconciliations and banking, supplier payments, journals, provisions and payroll to ensure deadlines are met. Contacting other Departments for outstanding information as appropriate. Continually review processes and working procedures to ensure the Trust remains compliant and ensure that these contribute effectively to the service in alignment with the Trust aims and objectives
4. Maintain the fixed asset register. Produce reports, analyse ongoing Project expenditure and liaise with Estate Department regarding project completion.
5. Prepare weekly and monthly cash flows
6. Review Restricted Accounts advising Managers regarding correctly authorised expenditure and Restricted Income usage. Compile Gift Aid claims.
7. Provide team cover in the absence of Departmental colleagues to process payroll, invoicing, purchase ledger processing, cashiering and banking and all associated journals
8. Prepare monthly reports as directed by the Financial Controller



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9. Produce ad hoc financial information for the Senior Management Team and other members of staff to support decision making
10. Maintain the Care Income Schedule
11. Compile and submit VAT returns using Sage, including Partial VAT calculation at Year-End. Vat guidance to be given to individual managers regarding the Trust's income and expenditure
12. Assist in the annual budget preparation and review process
13. Compile and complete surveys from outside agencies as required
14. Check and Authorize invoices for processing when requested by the Financial controller
15. Work with the Financial Controller to ensure that audit requirements and deadlines are met. Deal with Auditor Queries
16. Ensure GDPR compliant
17. Day to day running of the Finance Department in the absence of the Financial Controller.



Additional Information



Driving:

There is an occasional requirement for the post holder to drive in order to fulfill the requirements of the role. This may involve driving a COT car and driving license details will be required and reviewed on an annual basis or own vehicle where business insurance cover will be required and reimbursed.

Variation to Usual Working Hours:

The post holder is not required to participate in an 'on-call' rota. However, they may occasionally be required to work outside of their usual working pattern/hours in order to meet deadlines and to cover other roles in the post holder's absence.

Lone Working:

There may be a requirement for the post-holder to lone work during the course of the working day.

Night Workers:

Post holders are not regularly required to work between the hours of 11pm and 6am for at least 3 hours as part of their rostered duties.

First Aid:

There is no requirement for the post holder to be a qualified first aider but appropriate training maybe offered and maintained.

Physical Effort:

- Frequent (daily) low to moderate physical effort is required throughout the day to perform this role.
- Frequent exposure to repetitive movements such as standing, sitting, bending, reaching, walking and repetitive movements. Limited exposure to lifting, carrying, moving equipment, loading/unloading, crouching, kneeling, working in restricted places.

Mental Effort:

- Frequent periods of prolonged concentration are required when preparing accounts and analysis and also when interpreting information to be included in reports.

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Emotional Effort:

- Maintaining a positive attitude when dealing with stressful or emotional situations.

Person Specification



Job Title:	Management Account Officer		
Department:	Finance		
Reports To:	Financial Controller		
Specification Headings	Essential	Desirable	How to Assess
Experience: (Duration, type & level of experience necessary)	A minimum of 3 years' experience in Producing Management Accounts using the Accruals basis and the production of VAT returns. Cash flow analysis and Forecasting. Basic Payroll knowledge	Previous payroll experience Previous experience working in the not for profit sector. Restricted Accounting	Application Form Interview References
Qualifications: (Number, type, level of qualifications. Equivalent experience, if appropriate)	AAT Accounting Qualified or Qualified by Experience.	AAT qualification in Payroll	Application Form Proof of award Review of portfolio
Skills, Knowledge & Aptitude:	In depth knowledge of Management Account production on the Accruals basis including Statutory legislation .Expert knowledge of Sage 50 Accounts. Specialist Accounting knowledge regarding interpretation, analysis and presentation of Accounts including Cash flow analysis and Forecasting techniques. Basic payroll knowledge including statutory obligations. Intermediate Excel skills – development of complex spreadsheet. Sound IT skills and knowledge. Analytical skills.	Knowledge of Partial Vat schemes, Gift aid claims and not for profit accounting FRS 102	Application Form Interview Relevant Certificates
Personal Qualities and Behaviours:	Good Team player Excellent Communication skills Ability to work to tight deadlines, quickly and accurately. Ability to concentrate for prolonged periods of time. A commitment to keep Accounting and Payroll knowledge up to date to ensure the Trust remains compliant		Interview References
Other Requirements: (factors which are ideally required for an individual to carry out the full duties of the job)	Initial and ongoing clear DBS check. Able to demonstrate compassion and empathy for the people we support.		Interview Appropriate documentation

