

JOB DESCRIPTION

October 2019

Post Assistant management accountant

Department Finance

Reporting to Finance manager

Location Bath

Hours of work 35 hours per week, Monday-Friday

Job summary The assistant management accountant will assist the finance manager in preparing management accounts on a timely basis after the month and quarter ends. They will build on existing management reporting processes to empower colleagues across the organisation in financial decision-making.

Principal Accountabilities and Standards

- To support the finance manager and other members of the team in ensuring the effective day to day running of the charity.
- In interacting with colleagues, to build a positive organisational culture of openness and leadership in line with our values.
- To maintain an awareness of Data Protection legislation and ensure internal policies are followed at all times.
- Ensure a robust financial control environment is maintained and documented.

Main Duties and Responsibilities

- Preparing monthly and quarterly management accounts with the support of the finance manager.
- Analysing unexpected variances from budget or forecast and investigating the reasons for differences.
- Raising purchase orders on behalf of the finance team.
- Providing support as required on all finance matters recognising that it is a small team and duties will vary between members on an ad hoc basis. This includes providing cross-cover for other members of the finance team when they are on leave.

General Duties

- Preparing and posting journals for prepayments, accruals and fixed assets.
- Keeping management apprised of spending by providing regular downloads of transactional activity.
- Compiling reports as and when requested by other teams across the organisation.
- Managing petty cash procedures, including banking of cash and cheques and general cash management.

Person Specification

Education & Qualifications

Essential

- Partway through a relevant financial qualification (e.g. ACA, ACCA, AAT, CIMA)

Desirable

- 2:1 degree or above in any subject

Experience

Essential

- Previous finance role – either in a firm of chartered accountants or an ‘in house’ finance team

Desirable

- Involvement in the charitable sector
- Previous bookkeeping or management accounting role
- Understanding of the challenges faced by the charity’s key beneficiaries.

Knowledge & Skills

Essential

- Advanced data analysis skills, particularly in Excel (e.g. pivot tables, v look up formulas).
- Capable of communicating complex ideas clearly and adapting communication style for the audience

Desirable

- Familiarity with VAT rules in charities
- Knowledge of Data Protection legislation
- Able to use Mac computers and the Microsoft Office suite

Personal Attributes

- A strong desire to continually improve our systems and processes
- Consistently strives to produce work of a high standard by careful review of their own work
- Able to analysis data objectively and with an eye for detail
- A demonstrable commitment to our values and purpose
- Innovative and forward thinking
- Able to work both as part of a team, and independently
- Shares information
- ‘Can do’ attitude
- Offers help when required
- Shows respect to colleagues

- Flexible and able to respond to frequent changes
- Is empathetic
- Adapts communication style to suit situation
- Actively listens to and involves others

Jennie Crosfield – Finance manager