

# Job description

## Management Accountant



This form is used to detail an employee's job role and should be reviewed annually as part of the employee appraisal process.

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### Job details

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Location:	Hammersmith
Reporting to:	Head of Finance
Department:	Finance
Full-time/part-time:	Full-time
Permanent/fixed-term:	Permanent

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### Primary purpose of job

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Preparation of management accounts, balance sheet reconciliations, VAT returns, managing the payroll, supporting accounts payable function and conducting adhoc financial analysis to support the commercial decision making within the charity. To assist the Head of Finance in other duties as required.

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### Duties and key responsibilities

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1. To motivate, manage and develop the Assistant Accountant in their role and duties;
  2. To manage the Assistant Accountant in the production of the monthly payroll (EARNIE) and annual returns and develop a solid understanding of processes to provide cover when required;
  3. To gain strong understanding of Accounts Payable Clerk role in the coding, authorisation controls and processing of supplier invoices for BACS payment runs, cheques, one off payments;
  4. To assist the Head of Finance in the proper and accurate maintenance of financial records;
  5. To prepare the monthly management accounts, key metrics and variance analysis and conduct regular monthly balance sheet reconciliations;
  6. To support Head of Finance with statutory financial accounts;
  7. To assist in budget preparation reporting and monitoring;
  8. To prepare the quarterly VAT returns;
  9. To assist in the co-ordination of all the various accounting functions;
  10. To provide timely & accurate financial information to the organisation including adhoc financial analysis as required on request;
  11. To develop a strong detailed understanding of the accounting computer system (Financial Force);
  12. To constantly monitor the accounting function and financial systems and help in the implementation of improvements – particularly in regard to payroll, KPIs and the chart of accounts;
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13. To deputise for Head of Finance when required;

Assist all other managers/ staff with financial information as required.

To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and to co-operate with the British Safety Council so far as is necessary to enable it to ensure the health, safety and welfare at work of all its employees.

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## **Person Specification**

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### **Skills & Qualifications**

#### Essential

- Qualified by experience or part qualified with strong evidence of a combination of significant experience/excellent academic qualifications/commitment to achieving qualified status)
- Intermediate to advanced level in Microsoft Excel and intermediate level in Word.
- Good working knowledge of accounting principles and practices

#### Desirable

- A good working knowledge of financial software applications;
- Understanding of charities and governance issues;

### **Experience**

#### Essential

- 3 years+ experience within a financial function;
- Experience of financial statutory reporting
- Evidence of technical accounting skills

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### **Behaviour Competence**

- Behaviours detailed in the corporate Behavioural Framework
    - Team Work
    - Communication
    - Creativity & Change
    - Enhancing Performance
    - Leadership
    - Personal Effectiveness
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