

JOB TITLE:	Management Accountant
DEPARTMENT:	Hope for Tomorrow Finance
REPORTS TO:	Finance Manager
DIRECT REPORTS:	Finance Assistant
Hours:	Full time

Purpose of the job: To support the Finance manager in all the financial processes of the charity. Producing management accounts and drafting statutory accounts in line with FRS 102 and the Charity SORP. To ensure the charity has the robust financial systems and information to meet its strategic objectives, purpose, and mission.

This role will be responsible for:

- Line-managing the Finance Assistant
- Assisting in the preparation and monitoring the charity Budgets
- To prepare the monthly reporting and assist in overseeing financial transactions of the charity
- Presenting complex financial information to Senior Management Team (SMT) and others in a way which is clear and easy to understand
- To assist the SMT and others with their financial needs and queries to ensure they can function effectively and efficiently
- Supporting in the audit preparation
- Updating forecasts
- Maintaining fixed asset register to ensure all additions, disposals and depreciation are correctly and accurately recorded
- Preparing the monthly payroll and pension
- Monthly accruals and prepayments
- Supporting the finance team to meet KPIs and performance targets
- Researching matters on financial management for the charity
- Reviewing and improving financial processes within the charity to ensure best practice is implemented appropriately
- To keep abreast of financial changes within the charity sector
- Work on projects for the charity in a financially supportive role as and when needed
- Ensure that you are proactively supporting the charity in its strategic objectives

Skill / Experience	
Professional requirement	<p>Good knowledge: -</p> <ul style="list-style-type: none"> • in a Management Accountant Role, running the financial systems and processes (preferable experienced in Charitable accounting) • Part ACCA or fully qualified, CIMA, AAT
Work Experience	<ul style="list-style-type: none"> • experience: - • a financial role, preferably with charity experience • Financial system Quickbooks online QBO

	<ul style="list-style-type: none"> • Meeting objectives in Policies, plans, KPIs, targets and metrics • Working as part of a team • Management of staff • Procurement and project management • Governance, risks and controls • Stakeholder relationship management • Understanding reserves • Forecasting and Data modelling
Management Capability	<ul style="list-style-type: none"> • Financially astute and able to communicate and explain complex data to a wide audience • Proficient in developing, plans, templates, and other management materials to ensure quality records and recording. • Project management • Great ITC skills • Up to date knowledge of all relevant legislation, policy and guidance
Competencies	<ul style="list-style-type: none"> • Confident communicator, influencer, and relationship builder • Excellent planning and project delivery skills • High degree of profession to handle sensitive and confidential matters • Ability to prioritise, multi-task and meet competing deadlines • Ability to use data and management information to plan and change direction if necessary • A team player who supports their colleagues in achieving their goals and objectives • Ability to work at pace and meet deadlines, whilst understand others may have conflicting priorities • Ability to identify wasteful processes and rework them to maximise efficiency • Absorbs information logically and gets to the core of an issue quickly, separating the essential from the non-essential • Knows when to involve others and consults colleagues / managers about problems at an early stage • Contributes ideas to solving problems • Possess a can-do attitude, with a desire to ensure the charity meets its goals

This role is currently based in Tetbury in Gloucestershire,