

Job Title: Management Accountant**Locations: Remote (UK based)****Role Reports To: Head of Finance****Hours of work: 35****Salary: £35,000 - £40,000****Department: Finance****Role Purpose**

The Management Accountant is key to managing the daily operations of the finance team to ensure that all aspects of the finance function operate successfully. Responsible for the production of the monthly management accounts in a timely manner and assisting with the budgeting and reforecasting work during the year.

The Management Accountant will provide assistance to the finance team and offer support on all finance related matters within the team and to non finance colleagues.

The Management Accountant will assist the Head of Finance with the preparation of the annual accounts and liaise with the external auditors during the annual audit process.

The Management Accountant will encourage their reports to foster a strong team environment, share knowledge with colleagues and collaborate on tasks. This will create and promote flexible multi-functional working practices to support and provide role cover during periods of absence and tight deadlines.

Key Duties Responsibilities

- Lead, manage and deliver the day to day general finance processes
- Support the Head of Finance by providing accurate and timely monthly management accounts and balance sheet reconciliations
- Maintain and update the Business Central software and expenses system
- Design and establish management account reporting packs, budgets and reforecast reports
- Process and post nominal ledger journal entries and reconcile payroll journals
- Assist with the financial year end and audit process
- Maintain fixed asset registers and ensure adequate disclosure for reporting
- Provide support with funder reporting as required by delivery and core colleague
- Prepare process and procedure guides for the team to use for sharing knowledge and to promote multi skilled working practices within the team
- Ad hoc finance projects e.g. Gift Aid claims, Fixed Asset register review
- Developing and nurturing an inclusive, high performing and motivated team



Skills

- Proven experience and knowledge of finance procedures required for monthly and annual reporting required
- Extremely proficient in all aspects of finance, budgeting and forecasting processes
- Proven knowledge of SORP and charity regulations required
- Methodical approach to work and required to have good attention to detail
- Working knowledge of HMRC and charity regulatory requirements
- Must have the ability to manage own and team workloads to meet deadlines
- Strong interest in finance systems and databases
- Must demonstrate commitment to own personal development and team building
- Excellent communication skills with the ability to deliver finance information to non-finance colleagues
- Ability to work with diverse delivery teams
- Excellent approachable team member with proven skills of judgement and discretion
- Proven experience of supporting a Head of Finance role and ability to deputise at the higher level required

Experience Required

- Experience of working within finance and knowledge of finance processes
- Experience of leading, guiding and developing a team
- Knowledge of Microsoft 365 Business Central software

Qualifications

- Due to the technical nature of the finance functions, statutory reporting requirements and compliance with charity legislation, a recognised accountancy qualification will be required, such as CIMA, ACCA, CA or equivalent.
- Consideration will be given to part qualified with commitment to gaining final qualification.

Relevant experience and values alignment is just as important for this role along with the specific qualifications.

Other

Location:

The post is home based. The postholder will require good internet access to enable remote working, and a suitable home office space. I.T. equipment and infrastructure will be supplied.

There may be the requirement to travel to in person team meetings when required.



DBS/ PVG

This role does/ doesn't require full DBS/ PVG clearance.

Our Values & Way of Working:

In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

Diversity & Inclusion:

Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from disabled, LGBTQ+ and racially minoritised backgrounds, along with candidates from disadvantaged groups.

Disability Confident & Reasonable Adjustments:

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the "Experience/Skills and attributes" section of this job description. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact join@volunteeringmatters.org.uk for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise, Show The Salary, Salary History.

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.

