

Job Description

Job Title	Management Accountant	Grade	2
Department	Corporate Services - Finance	Reports	0
Reports to	Finance Manager		

Our values

The role holder will be expected to operate in line with our company values of:

- Progressive
- Warm
- Excellent
- Thoughtful

Values are the principles that drive our behaviours. They are organisation-wide and should be adopted by everyone. Behaviours provide a consistent standard we can all expect inside the organisation from one another, and towards our members and stakeholders.

Main purpose of the role

To support the organisation: Assist Finance Manager with month-end tasks and completion of monthly management accounts; treasury management; Assist with IT system implementation, co-ordination, and support; maintenance and administration of the Association's general insurance portfolio. Deputise for Finance Manager.

Provide high quality, timely cash flow forecasting to ensure appropriate investment decisions are made. Preparation of quarterly VAT returns including VAT partial exemption and assist with complex VAT issues.

Dimensions & Limits

Any management reports required to assist with the month-end close and the production of monthly management accounts. All activities relating to cash management including reporting and forecasting. All insurance activities. VAT application, recording and online submissions.

Complex cash accounting and significant VAT issues are referred to the Finance Manager. Insurance changes are referred to the Head of Finance.

Key relationships

Internal

- Head of Finance, Finance Manager, Finance team, budget owners and headquarters staff, IT team, APM volunteers, APM members.

External

- Insurers; Banking services; IT suppliers; Auditors; HM Revenue and Customs; Other regulatory bodies.

Career development

We are a learning organisation and want our employees to learn and grow during their time with us. There are many ways in which they can do this:

- Personal development days offer an opportunity to attend interactive bite sized training events.
- Our fantastic knowledge share calendar of events enables colleagues to share their knowledge with each other as well as access to a coach or mentor to help employees to navigate their chosen career paths.
- Shadowing in other departments is a popular way to learn about the roles and challenges across the different functions.

Key responsibilities / accountabilities

Month End & Year End

- Prepare draft management accounts for final review by Finance Manager
- Balance Sheet reconciliations
- Assist with yearend statutory accounts.
- Attend regular budget holder forecasting meetings

Cash Management and Reporting

- Maintain a cash forecasting model utilising inputs from the Nominal Ledger, Accounts Payable and Accounts Receivable

Investment portfolio

- Maintain investment model
- Monthly management reporting
- Assist in maintenance of investment policy

Process Improvement

- Work with Finance manager to identify opportunities to improve Finance processes and implement changes
- Assist with the documentation of all Finance processes

IT systems (support)

- Incumbent and new financial/IT systems:
- Dimensions
- Focalpoint
- Access Workspace
- Ad hoc IT projects

VAT

- Preparation and submission of quarterly VAT returns using MTD
- VAT partial exemption and assisting with complex
- VAT issues
- Arranging payment and posting of journals

APM group Insurance

- Co-ordinate and gather information required to support annual renewal process
- Liaison with insurance brokers
- Identify new policies where applicable (support HoF)
- Attend quarterly and annual meetings
- Obtain quotations and arrange cover for APM events

Business planning and budgeting

- Assist with the business planning and budgeting cycle
- Attend budget holder meetings
- Identify and assist in implementing improvements in the process

Forecasting

- Assist in the production and reporting of accurate quarterly forecasts
- Attend forecast meetings

Other Activities

- When required, assist Finance Team during busy periods activity
- When requested by senior management undertake tasks that fall outside the key responsibilities
- As a development role the job holder will be exposed to different aspects of a finance department during training that aren't specifically mentioned above

Key performance measures

- All issues brought to the attention of the Finance Manager
- Management accounts are produced monthly in accordance with timetable
- Ensure sufficient funds are available for the operations of APM
- Support business planning and forecasting
- Investment model provides accurate information
- Investment portfolio is monitored
- Compliance requirements met
- Finance processes undergoing continual improvement
- Finance IT systems used are fit for purpose, maintained, and working effectively and efficiently
- Projects are successful, carried out timely, efficiently and fit for purpose
- All deadlines met
- All issues brought to the attention of the Finance Manager
- APM is adequately insured
- New/emerging risks identified timely
- Business plan and budget approved by leadership team and board
- Accurate budget consistent with business plan
- Reduction in actual v budget variances
- On time delivery of forecast reports consistent with expected business performance
- Reduced deviations in actual v forecast reporting
- Finance team has adequate cover
- Job holder is continually developing

Person specification – Management Accountant

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Part Qualified ACCA/CIMA/ACA with commitment to qualify within 3 years 	<ul style="list-style-type: none"> • Educated to degree level or equivalent
Experience	<ul style="list-style-type: none"> • Experience of management accounts preparation • Experience of the operations of the Purchase and Sales Ledgers 	<ul style="list-style-type: none"> • Experience of preparing VAT returns • Used to working in fast moving environments providing accurate and timely information to a high standard

		<ul style="list-style-type: none"> • Experience of preparation and development of cash flow forecasting • Experience of resolving complex accounting problems • Experience of company insurances • Experience of Finance systems implementation
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of accounting systems • Understanding of major accounting principles 	<ul style="list-style-type: none"> • Good knowledge of database structure and use • Experience and understanding of charity accounts and the Charity SORP
Skills	<ul style="list-style-type: none"> • Highly developed numeracy skills • Strong attention to detail • Able to work effectively to deadlines • Proactive and positive team working attitude • Ability to communicate effectively with business managers • Ability to communicate clearly and concisely • Ability to build and maintain productive and cooperative working relationships • Excellent team working mindset • Excellent organisational ability • Able to work effectively to deadlines 	<ul style="list-style-type: none"> • Good PC skills including Word, PowerPoint, and Outlook • Excel to intermediate level
Behaviour / Competency	<ul style="list-style-type: none"> • Adaptable • Proactive • Comfortable with complexity, ambiguity, and change • Flexibility • Analytical thinking • Confidentiality • Interpersonal/relationship building skills • Concern for accuracy • Resilience • Results orientation • Professional attitude • Commitment to the values of APM • Approachable 	<ul style="list-style-type: none"> • Innovative