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**Job Description**

**Management Accountant**

**Location:** Sir Oswald Stoll Mansions, 446 Fulham Road, SW6 1DT

**Responsible to** Director of Finance

**Role purpose**

To support the Director of Finance:

* to produce monthly Management Accounts to specific deadlines
* to produce monthly Cashflow projections and to monitor cash flow closely
* to maintain the Asset Register
* in the preparation of the annual accounts and financial statements
* in the provision of relevant, timely and accurate financial information for decision making.
* in managing & monitoring budgets
* in developing external relationships with appropriate contacts, e.g. auditors, statutory organisations such as HMRC
* in developing internal relationships with managers.

**Key Responsibilities**

**Management Accounting**

* Produce monthly management accounts and cash flow statements
* Preparation of Monthly Cost Centre Reports and explanation of any key variances
* Meet with Managers on a monthly basis to discuss cost ventre reports and variances.
* Provision of information by project basis & investigation and explanation of any major variance.
* Provision of Site reports on a monthly basis and investigation and explanation of any variances
* Assist Director of Finance with the Annual Budget preparation

**Treasury Related Activities**

Assist the Director of Finance :

* to produce monthly Cashflow projections and to monitor cash flow closely
* Maintain banking relationships and ensure Stoll’s banking software is kept updated.
* Ensure that Stoll’s banking protocols are being adhered to.
* by ensuring that sufficient funds are available to meet ongoing operational requirements.

**Asset Management**

* Maintain the Asset Register

**Financial Services**

* Work with the Finance officers to provide financial management and accounting services including; Rent accounting ,implementation of Procurement policy , Payroll function.
* Assist Fundraising in funding applications and in monitoring reports

**Financial Administration**

* Keep & maintain financial records for audit trail purposes
* Ensure all supporting documents are filed for external bodies such as HMRC for Gift Aid & VAT purposes.
* To work within the team to provide administrative support to the Director of Finance

**Financial Management**

* Authorisation of all Finance Officers standard journals ensuring audit trail
* Assist Director of Finance sign of on reconciliation of Balance Sheet accounts on a monthly basis including bank Reconciliations
* Assist Director of Finance to develop & maintain Financial Control Procedures

**Financial Reporting**

* Prepartion of VAT Returns
* Lead on interaction with HMRC for VAT
* Assist Director of Finance with Statutory Accounts preparation

**Management of Stoll’s Contracts**

* Manage the organisations contracts, ensuring that it is kept up to date and on file.
* Maintain a register of potential short term and long term liabilities

**Managing and developing the business**

* Build and maintain effective working relationships representing Stoll in discussion with key partners.

**Quality and regulatory compliance**

* Ensure that Stoll complies with the relevant financial and regulatory frameworks and take appropriate action to improve / remedy any causes for concern.
* Continuously look to improve the quality of services

**Health and Safety**

* Work in accordance with Stoll policy and legislative requirements for health and safety and report any accidents or potential accidents and near misses.

**Equality and diversity**

* Manage and maintain services in accordance with the principles and practice of equality and diversity, taking account individual needs and requirements

**Other**

* Carry out any other duties as required by the Director of Finance at Stoll.

**Person Specification**

**Management Accountant**

**Experience**

Significant financial management experience, ideally in social housing and/or the voluntary sector

Proven ability to work effectively with, Regulatory bodies and Funders and in building effective partnerships

Business acumen and the ability to understand complex financial information

General financial and accounting experience gained in the private, public or voluntary sectors.

Experience of using Financial accounting packages and /or databases. Intermediate to Advanced Excel including using complex spreadsheets and formulae, and a high level of IT literacy, Sage

# **Knowledge**

Demonstrable knowledge of the financial and business practices in small/medium sized organisations including maintaining prime financial records, trial balance and final accounts and preparing and monitoring financial budgets.

Developed understanding of the dynamics of financial management and its impact on small to medium enterprises

Understanding of the requirments of the HCA, Charity Commission, Companies House, Financial Services Authority and other relevant statutory bodies

Ability to develop, monitor and improve financial systems and controls and make effective use of IT

Experience and ability to set and manage budgets and of contributing to the development of business and strategic plans

Possible Experience/knowledge of the issues facing the ex-Service community

Demonstrable commitment to the provision of a flexible and responsive financial and accounting service.

# **Education and Training**

Relevant accountancy qualification e.g. Certified, Chartered or CIMA Accountant or or relevant transferable equivalent experience

Management or other post qualification education/training helpful

**Core Competencies**

Delivers a High Quality of Work

* Produces accurate, thorough, and professional work
* Plans and manages own work load, working to meet changing work priorities and demands
* Maintains excellent timekeeping standards, managing appointments and meetings effectively and planning well in advance
* Delivers tasks set through planning and supervision
* Takes responsibility for own work, including errors
* Utilises Stoll IT systems to manage emails, calendars and data effectively

**Customer focus**

* A passion to support vulnerable Veterans
* Understands the challenges faced by ex-Service men and women
* Provides excellent service delivery to both internal and external customers, responding promptly and effectively at all times

**Communication**

* Communicates information clearly and concisely, both orally and in writing, with a wide range of audiences both formal and informal
* Informs colleagues of successes, challenges and developments

**Team working**

* Works well with Colleagues, Trustees, Residents and external stakeholders
* Applies the spirit of “mucking in”, helping colleagues when needed

**Support of Equality and Diversity**

* Treats all people with respect
* Upholds Stoll’s equality and diversity standards and promotes individuality, equality and community at all times

**Commitment to Health & Safety**

* Understands how to work safely
* Understands how to respond to a safeguarding incident and reacts accordingly
* Manages their own health and wellbeing, recognising when to ask for extra support

**Management & Leadership Competencies**

* Communicates effectively in a manner which involves colleagues
* Follows policy and procedures and encourages others to do so

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| I have read this job description and person specification; I have discussed it with my line manager and understand the requirements of the role.Name:Signature:Date: |