



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 support the Director of Finance in the provision of relevant, timely and accurate financial information for decision making.
- To assist the Director of Finance in the preparation of the annual accounts and financial statements
- in managing & monitoring budgets
- in Development projects
- in developing external relationships with appropriate contacts, e.g. auditors, statutory organisations such as HMRC
- to maintain the Asset Register

Key Responsibilities

Management Accounting

- Produce monthly management accounts and cash flow statements
- Preparation of Monthly Cost Centre Reports and explanation of any key 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

Financial Services

- Work with the Finance officers to provide financial management and accounting services including; Rent accounting ,implementation of Procurement policy , Payroll function.

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 standard journals ensuring audit trail
- Sign of Reconciliation of all accounts on a monthly basis including bank Reconciliations
- Assist Director of Finance to develop & maintain Financial Control Procedures

Financial Reporting

- Preparation of VAT Returns
- Lead on interaction with HMRC for VAT
- Assist Director of Finance with Statutory Accounts preparation

Asset Management

- Implement and Maintain the Asset Register

Project Management

- Assist with financial aspects of projects being run.
- Preparation of cash analysis of financial information for monitoring reports when required

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 requirements 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

Managing Performance

- Identifies needed resources and contributes to the process of trying to secure them
- Manages costs and resources effectively

Managing Change & Quality

Leads the process of planning change and new projects in a manner which is clear and accessible – and follows those plan.

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: