

Management Accountant job pack

Title	Management Accountant
Hours	37 hours per week – Hybrid working Monday to Friday 9.00am-5.00pm (flexibility with hours delivery between these times)
Salary Scale	£38,000 - £40,000
Accountable to	Director of Finance and Resources
Responsible for	Delivering the management accounts function spanning financial administration, audit and compliance and improvement of financial systems, the position is responsible for line management of two members of the Finance team and supporting the Director of Finance and Resources in the delivery of an effective and efficient finance function.
Based	Cambridgeshire

About Caring Together Charity

Three in five of us will become a carer at some point in our life. Caring Together is an ambitious regional charity that provides emotional and practical support, information and advice to carers of all ages and their families, as well as opportunities to take a break from their caring role.

About the role

- Produce accurate and timely monthly management accounts and contribute to forecasts and budgets.
- Line manage the Assistant Management Accountant and Payroll Officer as members of the Finance team.
- Prepare year end audited accounts for the trustee annual report and act as main fieldwork contact for the auditors.
- Act as finance business partner to managers and liaise with managerial staff and other colleagues.
- Support the development of financial awareness initiatives and financial training of all staff.

Key accountabilities of the role

1. Preparation of monthly management accounts.
 - Record financial transactions for projects, departments, and the company.
 - Maintain the integrity of the nominal ledger and ensure accurate income/expenditure department allocations.
 - Prepare financial statements, management accounts, annual budgets, forecasts variance analysis and commentaries for internal and external use. Reconcile spending with budgets and forecasts.
 - Analyse financial performance of departments and projects.
 - Oversee financial processes including allocation journals, reconcile monthly control accounts, bank and credit card payments.
 - Deliver our more complex invoicing, run checks on Access People Planner and work with care staff to ensure correct invoicing data.
 - Ensure Access People Planner rate sheets are updated for payroll.
 - Submit quarterly VAT returns and ensure correct partial exemption VAT treatment is applied.
 - Review our cash balances to maximise interest income while maintaining working capital.
2. Year-end accounting and audit
 - Maintain accurate up-to-date financial records.
 - Support year end audit and SORP accounting.
 - Prepare financial statements for the trustee annual report in conjunction with the Director of Finance and Resources.
 - Comply with internal controls audit.
3. Payroll
 - Line manage the Payroll Officer.
 - Oversee payroll accounting and support with payroll queries.
 - Ensure Access People Planner rate sheets are updated for payroll.
 - Ensure PAYE and pension returns are submitted.
4. Software and systems
 - Adhere to an agreed financial accounting, payroll and management information reporting system, and to be proactive in linking with the systems provider as required in resolving support issues:
 - Microsoft Dynamics - for accounting.
 - CIPHR – payroll software integrated with the HR systems.
 - Access People Planner – used for scheduling staff time to clients, generating invoices and gross wages for staff.
 - Comply with GDPR relating to personal information of internal and external contacts.

- Support in the development of new financial systems and reporting.

5. General

- With the team, deliver day to day finance support to colleagues to answer their enquiries and support financial understanding and compliance with financial controls.
- Support other teams in costing applications/bids for grants and contracts.
- Assist other teams in reporting actual spend on grants received.
- Act as backup for the Finance team and train others for contingency and absence cover.
- Take ownership for feedback and concerns raised relating to any finance matters, achieving a resolution to any issues and communicating outcomes.
- Prepare for, attend and positively contribute to teamwork and meetings as required, including senior management, care meetings, and staff away days.
- Work in accordance with the corporate vision, strategic plan and support in development of related organisational policies.
- Work in a flexible manner and be willing to undertake other duties as reasonably requested by your manager commensurate with the position.

Caring Together Charity is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

We require all employees to undergo a Disclosure and Barring Service (DBS) check proportionate to the position they hold. The DBS check will be renewed every three years.

Management Accountant Person specification

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Accountant or finalist. 	<ul style="list-style-type: none"> • ACCA or CIPFA Qualification
Experience and knowledge	<ul style="list-style-type: none"> • Intermediate Excel and data management. • Accounting systems (Microsoft dynamics). 	<ul style="list-style-type: none"> • Rostering systems (Access People Planner). • CRM (Salesforce).
Skills and abilities	<ul style="list-style-type: none"> • Able to work independently using own initiative and apply high level attention to detail. • Strong communicator – can disseminate information widely. • Good interpersonal skills and excellent customer service ethos. 	<ul style="list-style-type: none"> • Line management skills.
Personal attributes	<ul style="list-style-type: none"> • Seeks continuous improvement and professional development (CPD) and contribute to the training and support of other staff. • Strong teamwork ethos – establish professional working relationships at all levels and within own team. 	

Application and recruitment process

Closing date	The closing date for this post is 4.30 pm on Friday 6 December 2024.
Interview	It is anticipated that interviews for this post will take place on 12 December 2024.
Start date	The post is available on 1 st January 2025, on a full-time permanent basis.
Referees	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
Proof of qualifications	The person specification for this post lists qualifications that are essential and/or desirable. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.
Terms and conditions	Full details of the terms and conditions of employment will be made available to the successful candidate.
Annual leave	The successful candidate will be entitled to 25 days (pro rata) annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
Pension	Caring Together Charity comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
Entitlement to work	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
Working hours	Normal working hours are between 9.00am and 5.00pm, however, Caring Together Charity is committed to ensuring a work-life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager.
Benefits	Full details of the benefits of employment will be made available to the successful candidate.