

Job Description



Job Title: Management Accountant

Location: Groundwork Offices, Wrexham

Responsible to: Chief Executive

Responsible for: 1x Finance Staff

Number of hours per week: 37.5 hours

Salary: £25-£28k

Purpose of the job

This role will oversee the financial management information for the organisation and its subsidiaries, providing accurate and timely information as appropriate and in accordance with our financial regulations. Where appropriate the role will provide timely information to the financial controller for the production of the groups Income and expenditure statements. The production of accurate monthly budget reports, and costings for bids and tenders will also be a key feature for this role.

Summary of Main Responsibilities

Produce monthly budget statements for budget managers in accordance with the month end timetable, identifying and investigating significant variances.

Arrange and lead monthly work-in-progress meetings with project management staff, resolving any resulting financial queries and follow up on any actions.

Work with the Senior Management Team in the preparation of reports and claims to grant funders, contract managers and other awarding bodies as applicable and in accordance with their requirements and terms and conditions.

Prepare the financial information for funding bids, contracts and job costing.

Produce unit costs and undertake product pricing for the group's café chain, providing performance reports relating to profits, waste and staffing variances on a weekly basis

Prepare financial management information and reports for the Board and the Finance & HR Sub-Group Meetings.

Ensure accruals and prepayments for goods and services for project delivery are accounted for appropriately and accurately.

Support the preparation of the annual audit file and preparation of the year end accounts in accordance with SORP requirements. Maintain accurate schedules of accrued and deferred project income and restricted reserves.

Provide induction and training of all staff in relation to financial processes and procedures to ensure staff comply with financial regulations.

Identify and develop ways to reduce process whilst maintain good financial governance.

Maintain an effective (peer) relationship with the Financial Controller to ensure the provision of a well-coordinated overall Finance service to the CEO and their Team.

SAGE

Develop reports via SAGE to facilitate efficient and accurate management reports.

Other Duties

The attached list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the Finance team.

Person Specification

	Essential	Desirable
Knowledge & Experience	<p>A professional qualification in accounts, e.g. AAT qualification or equivalent with relevant experience in a similar role.</p> <p>Excellent IT Skills in all Microsoft Office software.</p> <p>Significant experience in risk analysis, budgeting, costing and variance analysis</p> <p>Experience in debt, cash management and budgetary control.</p> <p>Knowledge and experience of SAGE 200 or similar accounting package and project accounting.</p> <p>Knowledge and understanding of data protection</p>	<p>Knowledge and understanding of a variety of funders and other funding awarding bodies.</p> <p>Financial experience within the voluntary sector</p>
People	<p>Commitment to equality and diversity.</p> <p>Good interpersonal skills to maintain system procedures and compliances.</p> <p>Ability to assess and delegate tasks.</p>	
Judgement & Initiative	<p>Excellent organisational skills.</p> <p>Ability to work individually and as part of a team and support other staff members as and when required.</p> <p>Confident, committed, enthusiastic and self-motivated.</p> <p>Ability to plan and prioritise workload effectively to meet targets and deadlines.</p>	

	<p>Ability to generate ideas for improving operational efficiency and effective financial management to meet the Business Plan's priorities.</p> <p>Good interpersonal skills and high standards of work and accuracy and attention to detail.</p>	
Communication	<p>Excellent written and verbal communication skills.</p> <p>Ability to engage and work with people at all levels with an approachable and positive outlook.</p> <p>Proven experience of preparing financial reports.</p> <p>Able to negotiate and ensure timely information is received to validate income and expenditure.</p>	Ability to communicate through the medium of Welsh
Resources	<p>Ability to allocate income and expenditure across and within budgets and ensure correct coding.</p> <p>Ability to apportion overhead costs as required.</p> <p>Ability to prepare reports and claims to grant funders, contract managers and other awarding bodies as applicable.</p> <p>Ability to input into the preparation of financial information for funding bids, contracts and job costing.</p> <p>Ability to understand the importance of Financial Regulations and to work within the guidelines.</p>	
Confidentiality	<p>Understanding of the importance of confidentiality.</p> <p>Ability to keep within the confines of the confidentiality requirements of the Trust – this role regularly works with or has access to sensitive information of a personal, financial or operational level.</p>	
Other	<p>Ability to demonstrate the qualities 'Genuine, Reputable, Enterprising, Energising & Needs Driven' in line with Groundwork North Wales' GREEN values.</p> <p>Full driving licence and access to own vehicle.</p> <p>Appreciation and understanding of Welsh heritage and culture.</p>	