

JOB DESCRIPTION

Job Title: Senior Management Accountant

Department: Finance

Reporting to: Financial Controller

Responsible for: NA

Contractual office base: Huntingdon

Job role type: Hybrid

Main Job Function:

To support the Financial Controller in preparing monthly management accounts, year-end processes and budget and forecast methodologies.

Advising business functions on strategic decision making, efficiencies and process developments through financial modelling and business partnering.

Main Duties:

- Review of draft monthly financial results – investigating and providing comment on unusual items. Providing explanation of significant variances for designated business areas. Attend review meeting and be able to provide narrative.
- Preparation and entry of month end journals
Ensure appropriate sign-off of journals and that journals are suitably filed
Check for completeness of month end entries
- Identify areas where there are manual processes and scope for greater efficiency
Identify processes where data is shared with other systems and assess whether this could be improved
Identify where there may be scope for additional data sharing with other systems within the Trust.
Identify best practice from internal and external source of knowledge.

- Acting as business partner to the Trusts services and using and developing financial modelling to ensure delivery of short and long term priorities, for example rostering analysis.
- Complete balance sheet reconciliations as required, investigating, and highlighting any issues arising to the Financial Controller.
Maintain a record of completed balance sheet reconciliations
Complete other reconciliations as required, including year-end preparations and schedules to support the year-end audit procedure.
- To oversee the capital process and asset register. Ensuring the capital budgets remain in line.
- Provide ad hoc information and reports to assist other areas of the organisation as required from time to time.
Provide support and assistance through the Business Plan and Budgeting process as required.
- Respond to queries and workflow from the wider department and ensure quality is maintained.
- Ensure compliance with regulators and that accurate returns are filed on time.
- Supporting leadership in maintaining accurate debtor records to facilitate the collection of debtors.
- Maintaining records of restricted funds for designated business areas, as defined from time to time by the Leadership Team. Ensuring the donations are treated according to the donors wishes.
- Acting as Project accountant on large donation funded projects.

Safeguarding

- To safeguard the health, well-being, and safety of the customers we work with, some of whom may be classed as vulnerable people or adults at risk. In the event of a risk to a customer becoming apparent or if concerns arise about a vulnerable person's welfare, to immediately report these concerns in line with the appropriate policy and procedure.

Health and Safety

- Work within the organisations Health and Safety policies and procedures
- Be responsible for your own safety reporting any accidents or near misses to your Line Manager
- Highlight any concerns over equipment, processes or activities whether in house or by contractors or others to your Line Manager
- When working in an office report any defects to your Line Manager
- Report any safeguarding concerns to your Line Manager

In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required

Date of Description: 26 January 2024

Job Description Ref: Senior Management Accountant

Prepared by: Financial Controller

Person Specification

Job Title: Senior Management Accountant	Essential/ Desirable
Skills	
A high level of confidence around disability particularly: <ul style="list-style-type: none">• An understanding of the social model of disability;• Understanding of the impact that disability might have on the individual and the people around them;• A passion for equality and social change. Disability Confident Leader Status	Essential
A personal affinity with the values of The Papworth Trust, and a commitment to the strategic outcomes of the charity.	Essential
Strong financial modelling (Excel) – you will need to develop financial models with varying degrees of complexity	Essential
Strategic thinker with the ability to take broad perspectives internally and externally when solving complex issues,	Essential
Able to communicate effectively to a variety of stakeholders via different mediums	Essential
Strong analytical and problem-solving skills -	Essential

Ability to present complex financial information in a clear and simple manner –	Essential
Effective planning and organisational skills to manage budgets and resources	Essential
Self-starter, able to work on own initiative and manage complex workloads, whilst managing expectations of others	Essential
Knowledge	
Up-to-date knowledge of current accounting standards and practices, including requirements under FRS102	Essential
Understanding of risk management, and how to effectively build this into decision-making frameworks	Essential
Knowledge of charity accounting and reporting	Desirable
A good understanding of VAT and its application in a charity environment	Desirable
Knowledge of housing finance, as it relates to registered providers of social housing.	Desirable
It is desirable to have knowledge and confidence around disability and its impact: <ul style="list-style-type: none"> • The social model of disability • Understanding of the impact that disability may have for the individual and the people around them • A passion for equality, diversity and inclusion and social change 	Essential
Education training and qualifications:	
Professional qualification required (ICAEW/ACCA/CIMA)	Essential
Other requirements of the role	
Able to travel to meetings, training and locations as required to effectively deliver the role*	Essential

*Alternative arrangements will be considered for candidates who are disabled.

Please note a Disclosure and Barring Service (DBS) Basic Check is required for this role.

