

## Job description

<b>Job title</b>	Assistant Management Accountant
<b>Reporting to</b>	Financial Controller
<b>Location</b>	Alton office with potential for some hybrid working
<b>Hours</b>	P/T: 28 hrs per week
<b>Contract</b>	Permanent
<b>Salary</b>	£34,000 to £38,000 per annum full time equivalent

## Role summary and purpose

- Support the Financial Controller in effective stewardship and oversight of all finance functions, with responsibility for ensuring accurate budget holder reporting, project reporting and aid in the production of management accounts.
- Reporting financial information across the Charity.
- Support the delivery of new projects and system advancements.
- Prepare the Charity's quarterly VAT returns, ensuring that all transactions have the correct VAT coding.
- Support the monthly close down process and ongoing accuracy of the transactions held on the accounting system.

## Key responsibilities

- Monthly accounting, budgeting, reporting and analysis:
- Produce monthly budget vs actual variance reports for budget holders.
- Prepare monthly expenditure reports for the patient grants team, reconciling the finance system to the database.
- Prepare and post the weekly income imports from information provided by Fundraising.
- Undertake regular monthly income reconciliations with the Fundraising Team, agreeing the finance system to the database.
- Aid in the month-end closing procedures and prepare the monthly reconciliations required: bank reconciliation, corporate card reconciliations, project reconciliations.

- Ensure that proper procedures are in place and followed for company credit cards, ensure that credit card expenditure is entered and reconciled through the control account and balanced each month.
- Ensure that all transactions are correctly accounted for in respect of VAT.
- Aid in training non-finance staff on ExpenseIn (our expenses management system). Support the Financial Controller in resolving ExpenseIn queries.
- Raise invoices and maintain the sales ledger.
- Covering for the Accounts Assistant on the purchase ledger when required.
- Aid in the monthly payroll process, incorporating a review of the payroll workings and allocation journal prepared by the outsourced payroll function. Ensure that the correct pension deductions are being made and accounted for correctly on the finance system.

## Other

- Work in line with Kidney Care UK's values and Code of Conduct.
- Demonstrate a commitment to personal development.
- Champion and promote equality, diversity and inclusion both in your area of work and the wider organisation to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation
- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- Ensure compliance with the Charity's policies and procedures and requirements of the Data Protection and Freedom of Information Acts.
- The duties and responsibilities are not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post.

## Person specification: Assistant Management Accountant

Education and qualifications	Essential	Desirable	Measured by (Interview, app form, test)
AAT level 4 or equivalent	✓		Interview, app form, test
Knowledge and experience	Essential	Desirable	Measured by (Interview, app form, test)
Experience at working at a similar level/position	✓		Interview, app form, test
Experience of working for a charity or health related organisations		✓	Interview, app form, test
Experience of charity accounting and FRS102 SORP requirements		✓	Interview, app form, test
Knowledge and experience of management accounts	✓		Interview, app form, test
A good knowledge of VAT	✓		Interview, app form, test
Robust understanding of financial controls	✓		Interview, app form, test
Experience of using a range accounting packages	✓		Interview, app form, test
High degree of proficiency in Microsoft 365. Teams and Excel is essential	✓		Interview, app form, test
Skills and competencies	Essential	Desirable	Measured by (Interview, app form, test)
Excellent written and verbal communication skills. Ability to communicate financial matters to non-financial stakeholders	✓		Interview, app form, test
Self-motivated individual capable of working on their own and as part of a team	✓		Interview, app form, test
Ability to manage and prioritise a substantial workload handling issues effectively and efficiently	✓		Interview, app form, test
Ability to analyse complex problems and interpret information effectively and exercise sound judgement and develop practical and workable solutions as a consequence	✓		Interview, app form, test
A strong sense of personal and team accountability coupled to a clear understanding of the boundaries around delegated authority	✓		Interview, app form, test
Ability to manage to deadlines and within resources	✓		Interview, app form, test
Drive for continuous improvement to produce more effective service delivery and partnerships	✓		Interview, app form, test
Able to prioritise; organised self-motivated and flexible	✓		Interview, app form, test