

Job Description

Job Title:	Group Accounting Manager
Location:	Haywards Heath, UK
Department:	Finance
Reports to:	Head of Business Finance
Responsible for:	2 x Group Accountants, Income Control Officer

Job Purpose

1. Responsibility for the statutory reporting for the Group, the UK charity and trading company, including the preparation of year end accounts in accordance with the Charity SORP.
2. Ensuring the organisation is up to speed on changes within the reporting environment and ensuring new accounting standards are maintained for the Group and updated in the Global Financial Framework. This includes the provision of pragmatic and robust accounting advice to senior management, the divisions/ subsidiaries and other departments.
3. Manage the month end financial processing ensuring completeness and accuracy of data in the global accounting system to timetable, undertaking key reconciliation activities and monitoring integrity of interfaces between systems.
4. To be the first point of contact for collaborative working with the Governance and Compliance Team. To ensure the most appropriate member of the group finance team is allocated to work on any specific task. This may include some travel to the organisation's Country Offices.

Principle Accountabilities

1. Project manage the global group audit process including pre audit preparation, management of the timetable and main point of contact for audit team staff and audit manager.
2. Accountability and responsibility for the production of the consolidated group financial statements and Trading Company.
3. Preparation and review of FRS and UKGAAP reporting and technical accounting papers.
4. Advise, support and consult stakeholders in relation to technical finance issues and provide technical expertise on complex accounting and reporting matters.

5. Interpret and implement new IFRS developments/standards and SORP guidelines, including assisting with the project management and oversight of significant changes in standards impacting the Group's reporting processes.
6. Provide internal and ad-hoc training and advice on technical accounting, new developments and standards and technical accounting leadership and support for ongoing and new projects.
7. Manage the integrity of the data in the accounting system through over seeing: month end processes, balance sheet reconciliations including intercompany accounts and income control accounts, authorising journals, monitoring interfaces to CRM and eProcurement systems, monthly analysis of trial balances and provision of information for preparation of the management accounts. Work collaboratively with the management reporting team to facilitate management accounts production.
8. Manage and develop the group accounting function, and team members, with a focus on continuous process improvement particularly in support of the strategic objective "Strategic and efficient use of resources".
9. Provide technical input into the Global Financial Framework, and other risk and control frameworks.
10. Develop and implement robust financial controls in accordance with the financial framework, working closely with Regional Finance Managers, Finance and Support Services Managers in country / programme offices and HO Finance, to ensure compliance with local legislation and Group processes.
11. Have oversight of and provide analytics, guidance and support on specific technical accounting areas such as fixed assets, end of service benefit, VAT, corporation tax and other statutory reporting requirements to timetable and the financial reporting process of GIK accounting (excluding Mectizan).
12. Oversee the monthly production of the Finance team's cost centre management accounts and review monthly the forecast for the Group Accounting Team.
13. Support the payroll process through the monthly review of the payroll reports prior to submission to payroll bureau(s).
14. Responsible for the coordination of updates to the Finance policies and advise, support, and consult stakeholders in relation to policy issues.
15. Provide input into system and process changes / upgrades and projects run by the Finance Systems and Projects Team.
16. Deputising for the Head of Business Finance

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required.*

Knowledge (Education & Related Experience):

- Relevant professional accounting qualification (ACA/CIMA/ACCA) or qualified by experience.
- Proven technical knowledge of IFRS accounting standards.
- Strong technical accounting and writing skills.
- Solid communication skills and executive presence.
- Project management and leadership skills.
- Outstanding financial analysis and modelling skills.
- Experience of project managing the external audit and financial statements preparation process.
- Experience of managing a high performing team.
- Experience of working in an international environment with remote stakeholders.

Skills (Special Training or Competence):

- High level of IT skills especially in sophisticated accounting and reporting platforms.
- Excellent written and oral communication skills with ability to effectively convey technical and complex information to a range of audiences and stakeholders.
- A collaborator and team player, able to influence and willing to provide input and cover into other areas of the finance team and wider finance function.
- Control mindset to ensure financial systems and processes are robust.
- Strong ability to work flexibly, managing change and competing priorities and absorbing new information rapidly to address complex issues.
- Ability to challenge the status quo and nurture change and improvement.
- Capable team manager with a focus on people development and delegation.
- Confidence and ability to represent the Finance team on organisational change projects and initiatives.

Core Behaviours:

- Communicating & influencing
- Team working
- Planning & organising
- Change & improvement
- Decision making
- Problem solving
- Rigour and attention to detail

Key Relationships

Internal

- Head of Business Finance
- Senior Management
- Group Accounting Team
- Planning and Reporting Manager
- Wider UK Finance Team
- Regional Finance Managers and Country Office finance staff
- Finance and business systems teams

External

- External Auditors
- HMRC
- Network of peers and consultants / advisors

Date as of: June 2024