

Job Title Interim Charities Accountant
Reporting to: Head of Finance (Charities)

Job Purpose

The Charities Accountant delivers financial and management accounting alongside proactive, collaborative support and business partnering to the Housing Operations, Philanthropy and other teams, ensuring that financial resources are used effectively to advance the charities' mission.

Together with the Head of Finance (Charities), the role functions as both guardian of financial integrity and trusted advisor, translating financial information into insight that supports informed decision-making, good stewardship, and strategic delivery.

While ensuring that the charities remain compliant and financially resilient, the Charities Accountant empowers non-finance colleagues to understand, plan and manage their resources.

Key Responsibilities

Financial and Management Accounting

- Underpin the production of statutory financial statements for seven charities and liaise with the external auditors as needed
- Lead on the budget making cycle and deliver the charities' budgets including housing operations, grantmaking, investments, investment property, overheads and all aspects of charities' operations, in consultation with budget holders; oversee the production of delegated charities' budgets by Finance Officer
- Produce income and expenditure reporting, oversee capital project accounting, assist in reserves management through delivery of cash flow forecasting, grants management and the quarterly management information and commentary for Committees; oversee the delivery of these tasks where delegated to Finance Officer
- Produce finance reports to the Grant making Committees to support effective decision making, attending and presenting to Grant making Committees as agreed with Philanthropy Team stakeholders
- Produce Housing Management finance reports to inform operational management and effective decision making, including monitoring the planned expenditure for cyclical and life cycle maintenance works alongside the Finance Officer, attending and presenting to Housing committees as agreed with Housing Operations stakeholders
- Maintain oversight of intercompany transactions including recharges and overhead charges and review quarterly trial balance for accuracy of postings by Finance Officers

Business partnering

- Collaborate with functional leads, provide financial insight and analysis to support the management of work areas, decision-making and operational delivery, develop financial models to test strategic proposals, planning and project monitoring

General Finance Support including:

- Back up for colleagues as required

- Proactively seek continuous improvement, including supporting policy development and reviews; developing, implementing and reviewing procedures; providing training and support to colleagues.
- Ensure Mercers' systems integrate effectively, liaising with colleagues across teams to identify process improvements, opportunities and efficiencies
- Develop the finance systems to automate processes and improve service for all stakeholders
- Advise non-Finance colleagues on existing policies and procedures and recommending good practice
- Actively seeking operational efficiencies through use of AI and systems automation
- Other ad hoc tasks as requested to support the Finance team and wider Company

Communication and Coordination

- Ensure the efficient circulation of financial information as needed including that required from external advisers
- Liaise with and advise Charity finance team members and colleagues as appropriate on financial matters.
- Liaise with and maintain a good working relationship with internal and external stakeholders as required
- Attend Committee and other meetings as required to provide information and analysis

Professional and Educational Responsibilities

- Be proactive, stakeholder focussed, looking for ways to improve how we work
- Keep up to date with financial developments and best practice for companies, charities and not-for-profit organisations
- Comply with all Mercers' policies and operating procedures and mandatory training requirements
- Actively pursue training opportunities in Charity Finance, VAT Legislation and other relevant areas, and peer learning opportunities within and beyond the Mercers' Company

Our Team Core Competencies

Communication - We present information clearly & concisely, adapting our style to connect with audiences. We embrace open, constructive dialogue, valuing different perspectives, actively listening, & fostering trust across all levels.

Collaboration - We share ideas and integrate a diverse range of perspectives to make a positive contribution to the team and wider Company.

Excellence - We continuously raise the bar, looking for ways to improve, innovate with the conviction to challenge, question & put forward new ideas

Forward Thinking - We have a can-do mindset, driven by openness, decisiveness & the conviction to offer creative & commercial solutions

Relationship Management - We proactively promote and positively represent the executive team. We look to build a wide network of colleagues, members & external experts/partners to best support our role & the work of the Company.

Person Specification

Qualifications

- Recently or part qualified ACA, ACCA, CIMA, highly desirable.
- Relevant finance or accounting degree, or equivalent practical experience.

Experience

- Proven track record in management accounting within the charity sector
- Experience with month-end and year-end closing, balance sheet reconciliations, and financial reporting.
- Experience of fund accounting for charities
- Strong experience in process improvement and a proactive approach to problem-solving.
- Demonstrable understanding of the principles and practice of charity governance and regulations

Skills

- Forward-thinking mindset with the ability to challenge existing processes and propose innovative solutions.
- Strong analytical skills, with the ability to translate financial data into meaningful insights for managers and leadership.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with both finance and non-finance teams.
- Ability to motivate, delegate and develop colleagues
- Ability to write and present reports, articulating complex financial information and data in a clear and concise way and to specific deadlines
- Self-motivated, with a strong ability to take ownership of tasks and projects, even in the absence of detailed supervision.
- Ability to thrive in a fast-paced, evolving environment while maintaining attention to detail and accuracy.
- Ability to use and develop main accounting and office software packages competently, including Microsoft Excel, ERP systems such as MRI Qube
- Ability to influence and negotiate; and the capacity to build effective relationships with a wide range of stakeholders, operating with emotional intelligence

We are an equal opportunity employer and are committed to creating a diverse environment.