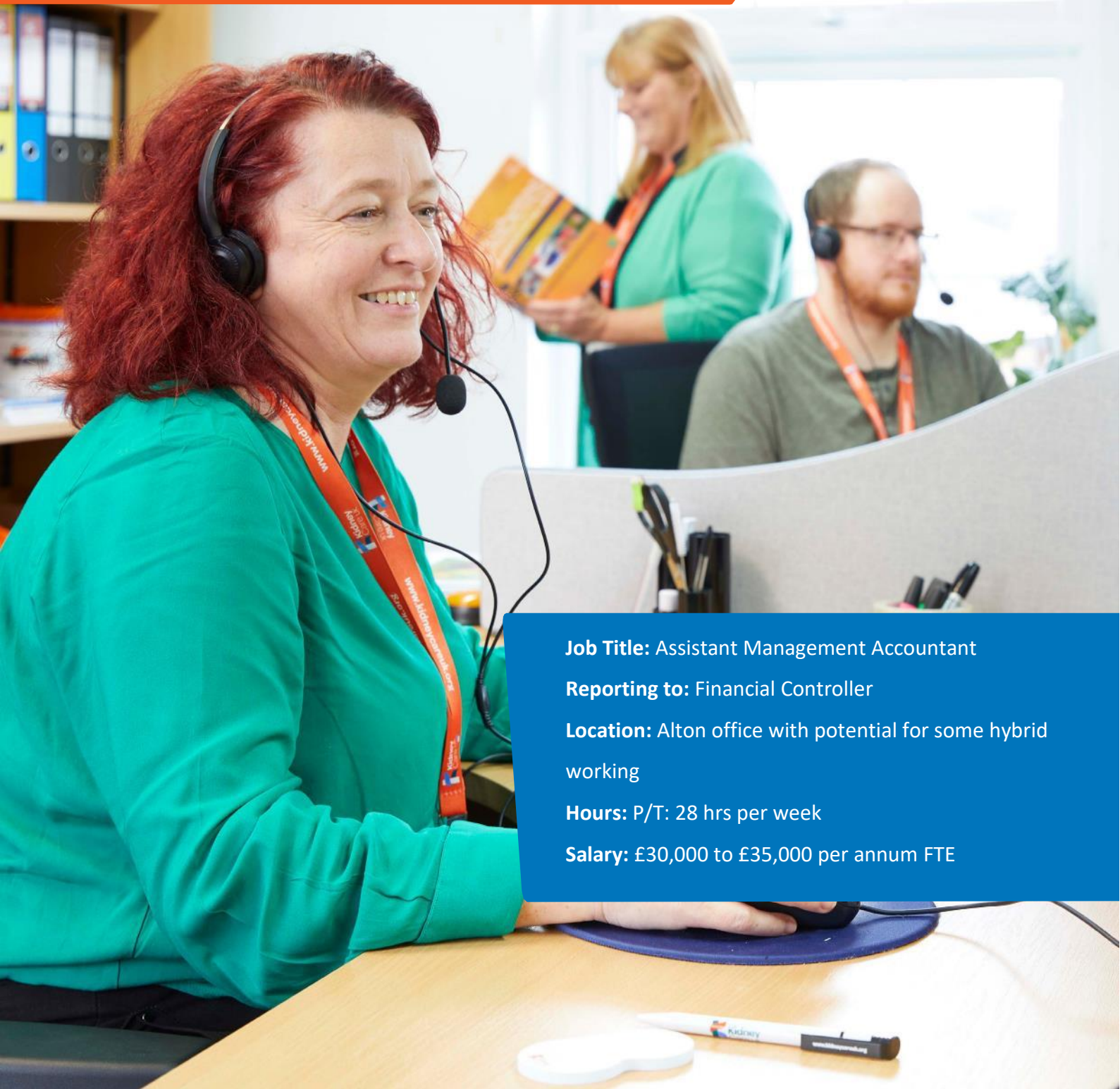


Assistant Management Accountant



Job Title: Assistant Management Accountant

Reporting to: Financial Controller

Location: Alton office with potential for some hybrid working

Hours: P/T: 28 hrs per week

Salary: £30,000 to £35,000 per annum FTE

Ensuring no one faces kidney disease alone

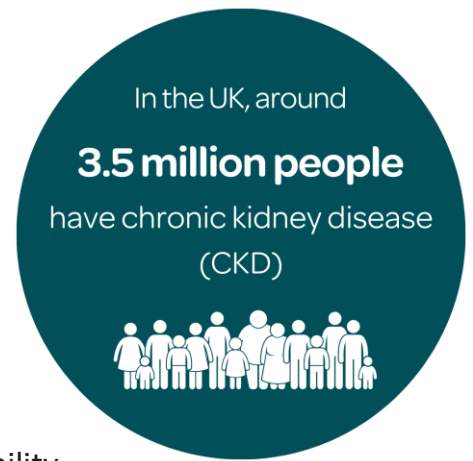


About Kidney Care UK

Around 3.5 million people in the UK live with chronic kidney disease (CKD). Over 68,000 are treated for end-stage kidney failure, relying on dialysis or a transplant to keep them alive.

Treatments are gruelling and relentless and impact the patients' ability to work, maintain social interaction and live the life they choose.

For over 45 years, Kidney Care UK has been at the forefront of supporting people with kidney disease. From our early days when we campaigned to introduce donor cards in the UK, we have worked hard to support and represent the interests of everyone affected by kidney disease. Promoting better outcomes for people living with kidney disease, we actively seek applications from people who live with CKD or who have experience of the condition as a family member or health professional.



Using lived experience to support people affected by CKD



About the Finance team

The role will provide support to 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.

Working with the Financial Controller and Finance Assistant, this role is essential to the reporting of financial information across the Charity. The Assistant Management Accountant will also support in the delivery of new projects and systems advancements.

Safeguarding

Kidney Care UK is committed to safeguarding and promoting the welfare of children, young people and Adults at Risk and expect all staff and volunteers to actively support this commitment. A DBS check will be required for this role.

Role summary and purpose

Job Title: Assistant Management Accountant **Reporting to:** Financial Controller

Location: Alton office with potential for some hybrid working

Hours: P/T: 28 hrs per week **Salary:** £30,000 to £35,000 per annum FTE

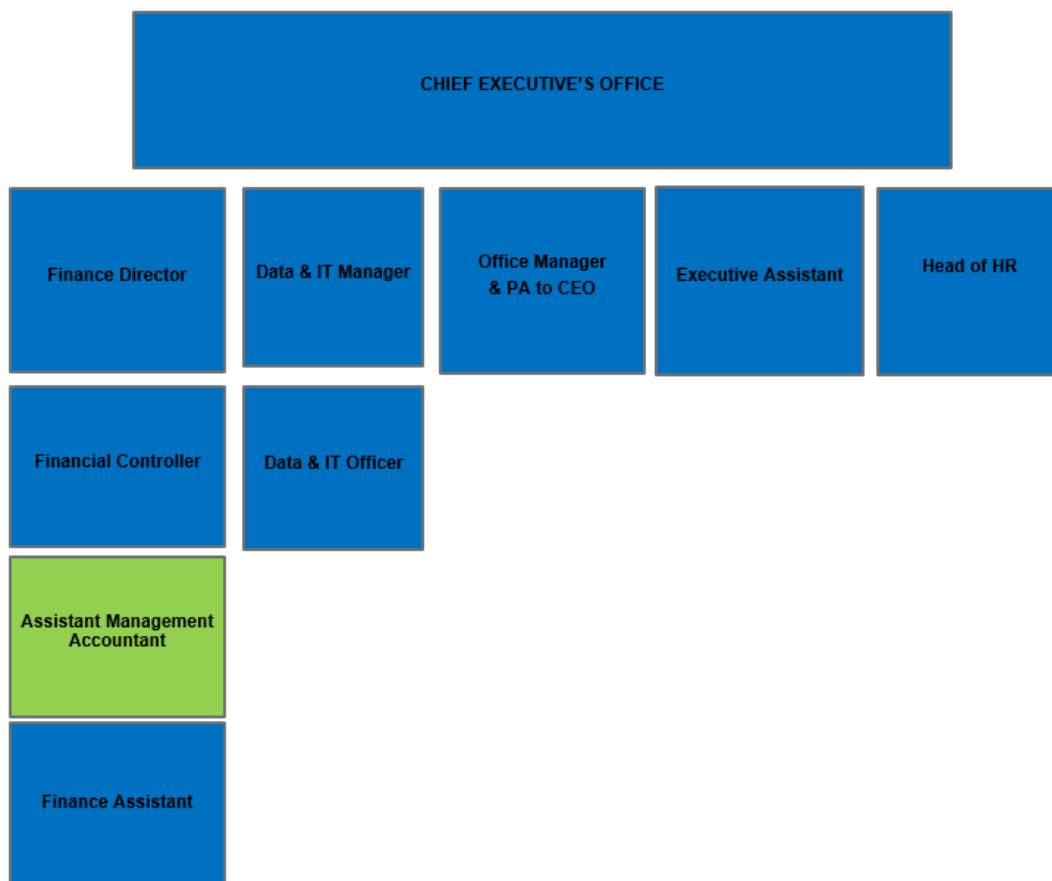
About the role

The Assistant Management Accountant is a critical role within the organisation and is being recruited at an exciting time as Kidney Care UK seeks to realise its growth ambitions within its strategy.

The role will provide support to 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. This role is essential to the reporting of financial information across the Charity. The Assistant Management Accountant will also support in the delivery of new projects and systems advancements.

In addition the Assistant Management Accountant will help to prepare the Charity's quarterly VAT returns, ensuring that all transactions have the correct VAT coding. The role will be pivotal in the monthly close down process and ongoing accuracy of the transactions held on the accounting system.

The successful candidate will have excellent communication skills and will be highly organised. The ideal candidate will be able to organise conflicting priorities around the monthly management accounts cycle. They will be flexible and adaptable in their approach to support transformational change in our processes and systems.



Key responsibilities

Core tasks and 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

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

How to apply

Please send your CV and a covering letter demonstrating how you would be perfect for this role to charlotte.donnelly@kidneycareuk.org.

Applications invited by 5th July 2024.

Employee benefits



Pension

Employer contributes 8% with minimum employee contribution of 2%



Flexible working



Retail discounts



Generous annual leave

- 25 days, plus Bank Holidays and 3 days between Christmas and New Year



Cycle2Work Scheme

- Offered through Halfords scheme, cost-effective way to purchase a bike and accessories



Employee Assistance Programme

- Financial & debt advice service
- Access to range of online resources, podcasts, and advice
- 24/7 access to free, qualified counsellors (and up to 8 face-to-face sessions per year)



Health Cash Plan

- Claiming back the cost of routine medical and health treatments
- Discounted health club/gym membership to participating gyms
- Access to Virtual GP and prescription service, digital physiotherapy, and health and stress helpline



Family leave

- Enhanced Maternity, Paternity and Adoption Pay