

JOB DESCRIPTION:

Management Accountant

Location: Remote (UK based)

Salary: £42,750 (Grade 5) per year (plus Inner London Weighting of £3,483.94, if eligible)

Length of Contract: 37 hours per week, permanent

Reports to: Head of Finance

Please note that we do not invite enquiries from recruitment agencies.

Main Purpose of Post

The Management Accountant will ensure the accurate reporting of all financial information with systems and processes operating effectively. Responsible for the preparation of management accounts and other reports, the Management Accountant will oversee general accounting procedures and practices, combining financial, analytical and management skills to aid our managers with decision-making and promoting long-term financial success to meet our organisational goals.

Duties and Key Responsibilities

Financial Management

- Prepare timely and accurate financial management information including regular management accounts and forecasts to be provided to the Chief Executive, Executive Leadership Team (ELT) and Senior Leadership Team (SLT).
- Support the Head of Finance in producing appropriate financial reporting for presentation to the Board.
- Develop and oversee financial systems and procedures, identifying opportunities to improve these.
- Coordinate the production of full detailed balance sheet reconciliations to required timescales, including bank reconciliations.
- Prepare and submit VAT returns, conducting periodic partial exemption calculations, and providing relevant VAT advice as required.
- Support the Head of Finance in the preparation of budgets and forecasts.
- Conduct regular reviews of budgets and forecasts and support departmental budget-holders (ELT and SLT) to accurately record their spending plans, and to adapt them according to financial changes.

- Support the Head of Finance in ensuring there is an effective system of financial controls to protect the organisation from losses as a result of fraud and error.
- Oversee other aspects of financial operations such as book-keeping and payroll.
- Oversee and ensure the completion of statutory returns including, but not limited to, HMRC, Companies House, Charity Commission etc.
- Provide basic support across the Finance Team, including assistance with business-as-usual (BAU) accountancy tasks.
- Communicate financial information to non-finance members of staff at every level of the organisation in a digestible manner.

Relationship Management

- Support the Head of Finance in supervising the Finance Team.
- Foster positive relationships with internal and external stakeholders, members of the Senior Leadership Team (SLT) and team managers in order to aid in their understanding of budgets and financial statements, and to support them with their day-to-day budget management and finance needs.
- Work closely with operational teams and assist the Finance Team with queries.

General Responsibilities

- To be flexible within the broad remit of the post.
- To take direction on new projects and priorities from your line manager, which may vary from time to time.
- To carry out word-processing, filing, and administrative tasks necessary to comply with the job description.

Other

- Based remotely, this job may involve occasional travel throughout England.
- Occasional unsociable hours are also required.

Person Specification		
Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Fully qualified accountant: ACCA, CIMA, ACA (or equivalent) 	<ul style="list-style-type: none"> • Relevant continuing professional development
Knowledge	<ul style="list-style-type: none"> • Strong knowledge of SORP and Charity Commission protocols • Strong knowledge of GDPR and data protection regulations 	<ul style="list-style-type: none"> • Understanding of Fundraising Regulator guidelines • Understanding of VAT partial exemption returns

	<ul style="list-style-type: none"> • Strong knowledge of tax planning and compliance, inclusive of Gift Aid, Legacies, HMRC employee taxes, VAT and pension regulations 	<ul style="list-style-type: none"> • Understanding of domestic abuse and its impact • Understanding of accounting and tax issues relating to charities
Experience	<ul style="list-style-type: none"> • Proven experience as a Management Accountant within a finance department • Strong technical accounting, financial management and reporting experience 	<ul style="list-style-type: none"> • Previous experience of working in a charity environment • Experience supervising a team
Skills	<ul style="list-style-type: none"> • Excellent attention to detail • Computer literacy with good knowledge of Microsoft 365, particularly Excel • Good communication skills, both written and verbal • Ability to work under pressure and to tight deadlines • High level of numeracy and accuracy • Ability to analyse complex information, problem solve and communicate findings effectively • Ability to build and maintain professional relationships with all levels of an organisation 	

Behavioural Competencies

Accountability	<ul style="list-style-type: none"> • Cooperates in collective decision-making and takes responsibility for own actions, decisions, and deliverables. • Takes ownership for mistakes and refocuses efforts when necessary. • Holds self and others accountable for reaching short and long-term goals. • Self-imposes high standards of excellence, rather than having standards imposed.
Collaboration & Teamwork	<ul style="list-style-type: none"> • Relates well to people at all levels.

	<ul style="list-style-type: none"> • Aligns personal work and performance with the broader team to achieve mutual outcomes. • Fosters teamwork: works to build relationships within teams and bridge the gaps between departments. • Supports and cares for others, and addresses issues disrupting team functioning and harmony.
Communication	<ul style="list-style-type: none"> • Proactively communicates; informs others of what they need to know and capably articulates thoughts and ideas clearly and concisely via verbal and written communication. • Actively listens, consults others, and takes feedback on board. • Communicates using appropriate tone and language. • Has the ability to persuade, negotiate, and build support for own initiatives.
Innovation & Entrepreneurial Spirit	<ul style="list-style-type: none"> • Seeks organisational improvement; promotes efficiencies in every area of their work. • Identifies problems and implements solutions, including trying new and different approaches. • Demonstrates commercial understanding, including awareness of sector trends/changes, and uses financial information to guide decisions. • Identifies business opportunities for the organisation, which may include opportunities for income generation, cost-savings, or added value.
Resilience	<ul style="list-style-type: none"> • Deals with ambiguity, maintains effectiveness and modifies behaviour accordingly when experiencing major changes in work tasks or environment. • Supports change initiatives and focuses on the beneficial aspects of change e.g. opportunities for learning or growth. • Manages disagreements with tact and diplomacy. • High level of emotional intelligence; understands how their behaviour can affect the wider team and demonstrates a proactive approach to managing and moderating their emotions in the workplace.

Benefits

- **Generous Annual Leave:** 25 days, rising incrementally with long service to a maximum of 30 days, plus the usual 8 bank holidays.
- **Extra Leave Days:** Celebrate International Women's Day and the Tuesday after the August bank holiday.
- **Valuable Pension Benefits:** Join Women's Aid pension scheme with a 7% employer contribution.
- **Flexible Working:** Remote working, family-friendly policies and paid leave for maternity, paternity, and adoption.
- **Wellness and Support:** Cycle to Work Scheme, free optician check-ups, annual flu vaccines, and 24-hour counselling helpline.
- **Mental Health and Wellbeing:** 'Reflective Practice' sessions, team catch-ups, access to 'Headspace' for mindfulness, and an Employee Assistance Program with counselling and advice services.

Summary of Terms and Conditions of Employment

All posts, including remote posts must be based in the UK, and are subject to a PEHQ and DBS check, two suitable references and Right to Work checks.

Terms of appointment: Confirmation of appointment will be subject to the satisfactory completion of a probationary period. This will normally be of six months (less for short term contracts). During this time an employee will be expected to establish their suitability for the post. During the probationary period, employment may be terminated in writing, giving one week's notice by either party (this may be waived by mutual agreement). Only any statutory dismissal procedure will apply during the probationary period. There is no probationary period for contracts of under 3 months.

Salary: £42,750 per annum / pro rata. (Grade 5) + benefits. Salary is paid in arrears through bank credit by the 25th of each month. Part time staff receive pro-rata payment based on hours worked.

Working hours: The standard working hours for this post are 37 hours per week, based remotely.

Support and supervision: Women's Aid has a commitment to providing regular supervision and support to staff with annual appraisals forming a key part of staff development. We have a training policy in place and encourage staff to take an active role in their career development plan.

Pension: Women's Aid is enrolled with the People's Pension scheme. Women's Aid normally contributes 7% of salary and the employee contributes 3% towards the group pension scheme. Eligible staff will be automatically enrolled on the scheme when they have successfully completed the 3-month interim probationary review.

Annual Leave: Women's Aid offers an annual leave entitlement of 25 days per year rising by one day per year until 30 days annual leave per year is reached, plus the usual 8 bank holidays in England and Wales, plus 2 additional days in March and August. Additionally, Women's Aid offer three days of 'end of year' leave, bridging the gap between the festive holiday period and new year to allow colleagues to rest and recharge during this unique quiet time. All leave entitlement is calculated pro-rata for part-time employees.

Other leave: Employees have contractual rights to time off for reasons of sickness, maternity and other circumstances.

Period of notice: 3 months after your probationary period has been completed.

Union: You have a right to membership of a trade union. Women's Aid recognises Unison.

Asylum and Immigration Act 1996: To confirm your right to work in the UK, Women's Aid will need to see the original of at least one document from a specified list (available on the UK Government website). Most commonly this is a British Passport.

Additional information is available on request.