



Working at Coin Street

Job pack

Creating an inspirational neighbourhood

Some use our nursery, our sports pitches or have attended conferences in our neighbourhood centre. Others live or work on our South Bank site. But most of the thousands of people who pass through the Coin Street site every day don't even know we exist.

That's a shame. Because our story matters.

It's a story about inclusiveness and diversity. About culture, community, and commercial success. About how we work together to create an inspirational neighbourhood - today, tomorrow, and forever.



BE PART OF IT

What we do

We provide the opportunities and spaces for people to lead their own change. Our activities are wide and far reaching. From giving families and children the best start in life through our childcare and family support, to creating and maintaining high quality live, work and play spaces on land which we own.

We promote enterprise, creativity and lifelong learning whether that's through providing employment, volunteering opportunities, nurturing enterprise or delivering programmes and activities.

Our commercial activity/income generating activity ranges from hosting conferences and events in our purpose built centre. to supporting London's top creative talent through our designer maker studios at Oxo Tower Wharf and/or shops/studios in Gabriel's Wharf.

This work is a central part/pillar of our efforts to support our neighbours and community to thrive.

We provide housing that supports our community; we champion co-operative housing and influence local and national housing policy. From sports and dance to healthy eating and gardening, we offer a range of facilities and activities accessible to everyone to support health and wellbeing in our community.

We are conscious that our neighbourhood is a small part of a global community and that we all need to work together to tackle the challenges faced by the earth and all who live on it.



JOB DESCRIPTION

ROLE:	MANAGEMENT ACCOUNTANT
Reports to:	Financial Controller
Direct Reports:	Assistant Accountant, Accounts Assistant – Credit Control, Accounts Assistant – Accounts Payable
Contract details:	12-month fixed term contract, 35 hours per week
Salary range:	£60,000 per annum

ROLE SUMMARY

The Management Accountant plays an important role within the finance team by preparing the monthly management accounts and supporting information while also overseeing general accounting procedures and practices within the business, for 5 companies in the group, ensuring the provision of accurate and timely management information and analysis to aid managers, directors and trustees with decision making and promoting long term financial success for Coin Street.

TEAM OVERVIEW

This role sits within a finance team of five team members providing support to an organisation of around 90 staff. The finance team provides financial control and support across all three entities of Coin Street (Coin Street Community Builders 'CSCB', Coin Street Centre Trust 'CSCT' and Coin Street Secondary Housing Co-Operative 'CSS') although this role will focus particularly on CSCB and its direct subsidiaries and CSS.

KEY RESPONSIBILITIES

1. Prepare and distribute timely management accounts for CSS, CSCB and its three wholly owned property company subsidiaries with narrative and variance analysis in collaboration with budget holders, to ensure board members and the management team are in receipt of accurate and reliable information and analysis to aid business decision making and cost control.
2. Maintain up to date, complete and accurate reconciliations of accruals, prepayments and balance sheet accounts to ensure accurate end of month cut-off and cost/revenue recognition.
3. Ensure that the finance team fully complies with the documented finance procedures and identify and develop the systems, recommend any opportunities to improve on to the procedures to maintain consistency in approach and understanding and purpose of processes.

4. Maintain an up-to-date cash flow forecast model to support informed discretionary spending decisions supporting management of financial risk in the business
5. Assist the organisation's teams with their annual budgets and quarterly forecasts.
6. To train and guide the organisation's teams on the internal control procedures, particularly on the raising of purchase orders.
7. Prepare annual audit files for CSS, and CSCB directly and work with and support the Community Finance Business Partner of CSCT in advance of audit to ensure a smooth inspection.

GENERAL REQUIREMENTS

To comply with Coin Street's Diversity, Equality, and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things - as an organisation, community and society.*
- *Inclusive: I embrace difference and encourage authenticity.*

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

1. Part qualified / Qualified CIMA – ACCA with management accounts preparation experience.
2. 3-5 years' experience in preparation of monthly management accounts.
3. Commercial experience preferable and an understanding of business

SKILLS & ABILITIES

1. A personal commitment to and enthusiasm for Coin Street's ethos and mission.
2. Strong leadership, influencing and persuading skills.
3. Excellent analytical and numerical skills while maintaining a strong attention to detail.
4. Ability to motivate a team and achieve results through others.
5. Able to work and collaborate in a team environment.
6. Effective verbal and written communication skills with both finance and non-finance colleagues.
7. Self-motivated and able to work under pressure.
8. Ability to achieve results and meet deadlines.
9. Confident and assertive.
10. Ability to identify unusual items in management accounts, raising with appropriate member of management. Control and management of the month end process.
11. Assist and train non-financial staff in the use of the finance system.
12. Ability to step back from day to day role, consider current processes and suggest improvements.

What we can offer you (the highlights)

REWARD AND PROTECTION

Annual Holiday

27 days leave per year excluding bank holidays.

Pension Scheme

Coin Street will contribute 5% to your pension if you contribute at least 3%.

Life Assurance

Death in service (3 x salary), Income Protection and Critical Illness cover.

Company Sick Pay

8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years

Flexible working

Where we are able to, flexible working and hybrid working location

Staff Socials and Inset Days

Staff information and team building days, plus plenty of social opportunities

Training & Development

A commitment to training & development for all staff with regular progress & support reviews with your manager.

Wellbeing

Mental wellbeing - webinars, courses, mediations, therapy session. Free gym membership at Colombo Centre.

Staff Discounts

Discounts available from wide range of retailers and service providers for shopping, dining, experiences, car maintenance, study, etc.

Nursery Discount

20% discount on nursery fees for staff whose children are enrolled in Coin Street Nursery.

LIFESTYLE

