

JOB DESCRIPTION –MANAGEMENT ACCOUNTANT (PART-TIME)

REPORTS TO: CEO

LOCATION: Leighton Buzzard/Hybrid

HOURS: 3 days per week (0.6 FTE)

SALARY: £40,000-£50,000 per annum pro rata (depending on experience)

CONTRACT TYPE: Permanent

ABOUT THE ORGANISATION

KidsOut has been supporting children for over 35 years, with a mission to bring moments of joy, fun and hope to children impacted by domestic abuse. We provide practical support, positive experiences, and opportunities that help children thrive and feel valued, working in partnership with refuges, community organisations across the UK. KidsOut delivers its work through a diverse range of income streams including grants, corporate partnerships, events and donations. We are now seeking an experienced Management Accountant to lead the charity's financial management, reporting, and controls, to support sustainable growth and strong governance.

ROLE OVERVIEW AND PURPOSE OF POSITION

Reporting into the CEO, the Management Accountant will be responsible for the day-to-day management and oversight of the finances, ensuring robust financial controls, accurate reporting, and compliance with statutory requirements. The role will support the CEO and Trustees with high-quality financial information to inform decision-making, risk management and support the charity's strategic objectives. This is a part-time, flexible role, ideal for a qualified accountant at a senior level with the experience to operate both strategically and hands-on in a mission-driven organisation.

KEY RESPONSIBILITIES

FINANCIAL LEADERSHIP

- Leading financial strategy, planning, budgeting, forecasting and reporting
- Overseeing monthly management accounts, statutory reporting and audit processes
- Ensure compliance with UK charity regulators, Companies House (if applicable) and HMRC requirements
- Production of monthly/quarterly management accounts and associated commentary
- Collation of year-end information for the annual accounts and liaising with external auditors
- Drafting going concern assessments and responses to management letters

- Monitoring adherence to the Charity's reserves policy and use of unrestricted/restricted funding
- Overseeing Gift Aid claims for timely/accurate submissions and efficient processing

FINANCIAL MANAGEMENT

- Assisting with annual budgets and business planning
- Providing financial oversight of new campaigns and strategic initiatives
- Monitoring/forecasting cash-flow
- Monthly payroll processing
- Overseeing all transactional and bookkeeping aspects
- Managing the financial bookkeeper team
- Liaising with the bank and other external bodies
- Overseeing the production of VAT returns for the trading subsidiary
- Maintaining fundraising and donation records
- Advising trustees and committees with clear financial analysis
- Attending board meetings

SKILLS & EXPERIENCE

- Qualified (ACA/ACCA/CIMA/CIPFA) with +5 years of accounting experience at a senior level
- Strong experience in the UK charity sector and knowledge of SORP FRS102
- Strong experience of accounting systems, including Sage 50 Accounts
- Proven ability to produce management accounts and budgets
- Ability to communicate financial information clearly to non-finance colleagues
- Excellent Excel skills
- E-commerce experience, including payment systems
- High level of accuracy and attention to detail
- Excellent organisation and time management
- Team player with a can-do attitude and genuine passion for charitable work

what we offer

- Flexible and hybrid working arrangements
- 25 days annual leave pro rata plus bank holidays
- Pension scheme with 3% employer contribution
- Opportunity to make a meaningful difference to children's lives across the UK

We are committed to equality, diversity and inclusion and welcome applications from all sections of the community. We particularly encourage applications from underrepresented groups. We will ensure that individuals are treated fairly throughout the recruitment process and will make reasonable adjustments for candidates with disabilities.