



MANAGEMENT ACCOUNTANT



ABOUT US

THANK YOU FOR TAKING THE TIME TO FIND OUT ABOUT OUR CURRENT VACANCY.

We're delighted that you are interested in working for the Bone Cancer Research Trust (BCRT). Included in this pack is a little background information about the organisation along with details of the job role. BCRT currently employs 33 members of staff, and we have a voluntary Trustee board of 15, based across the UK.

Our charity started in 2004, when a group of families who had lost children and young people to primary bone cancer (PBC) came together. They wanted to tackle head-on the fact that there was virtually no accessible bone cancer information, and practically no funding for research into this disease. In 2006, they registered the Bone Cancer Research Trust. Since then, we have become the leading charity dedicated to fighting primary bone cancer.

We are incredibly lucky to have a very active and highly engaged community of supporters. Through their support, we have significantly increased our income to £3 million per annum. This increase has enabled us to fund more pioneering primary bone cancer research than any other organisation in the UK. And whilst our research is finding the cures of the future, our dedicated Support & Information Service is available for all patients and their families now, offering expert advice and support through treatment and beyond. Our awareness campaigns continue to raise the profile of primary bone cancer amongst the public and healthcare professionals throughout the UK and worldwide to improve disease understanding and speed of diagnosis.

It is a truly exciting time to be joining our award-winning team, as we have recently launched our 10 year strategic plan and you will play a pivotal role in its delivery. Directly informed by our supporters and stakeholders, our future ambitions will continue to drive improvements in patient survival and ensure patients are supported to find their 'new normal' after treatment.

If you are excited about joining our team, please read through this job pack to see if you have the right skills we are looking for.

We look forward to hearing from you.



With best wishes,

Will Burchell
Chief Executive Officer

ABOUT THE ROLE

Bone Cancer Research Trust is led by our CEO who is supported by a Senior Leadership Team (SLT) comprising the Head of Research, Information & Support, Head of Fundraising & Communications and Head of Finance & Resources.

An Operational Management Group (OMG) is comprised of function managers reporting to SLT, and responsible for the day-to-day running of the organisation.

The Management Accountant is a new position, reporting to the Head of Finance & Resources and supporting both OMG and SLT in the provision of financial and non-financial information. The role is ideally suited to someone who has commenced their training towards a professional qualification (ACA/ACCA/CIMA) or has completed an accounting technician qualification (AAT) and is looking to move on to professional qualification.

THE MANAGEMENT ACCOUNTANT WILL BE TASKED WITH THE FOLLOWING KEY OBJECTIVES:

- To work alongside the OMG and SLT to ensure they remain informed about all accounting and finance activities within the charity, and ensuring visibility of financial information necessary for the proper functioning of these groups
- To contribute to the daily running and future strategic direction of the charity as a member of the Finance Team.
- To manage the general ledger and maintain oversight of the subsidiary (debtor / creditor) ledgers, bank accounts and payroll
- To produce monthly the monthly Management Accounts pack and supporting schedules; to assist in the creation of the annual statutory accounts, to include liaison with our external auditors
- To ensure the integrity of the accounting system, including routine reconciliation of all balance sheet accounts
- To maintain the charity's cash flow forecasting and advise the Head of Finance & Resources on upcoming surplus/ deficit positions across the charity's bank, deposit and investment portfolio
- To assist in and develop cost and income reporting, to enhance information provision to managers, SLT and Trustees
- To ensure timely and accurate external reporting such as for VAT
- To take a key role in production of the annual budget and periodic reforecasts
- To undertake ad-hoc project work as directed by the Head of Finance & Resources, or CEO



KEY BENEFITS

- Flexible approach to working hours
- 30 days annual leave per year plus bank holidays
- An extra leave day in every 5th year of employment to celebrate your work anniversary
- Healthcare cash plan & Employee Assistance Programme
- 6% employer pension contributions
- Clear performance expectations and opportunity to increase salary banding annually
- Enhanced sickness, maternity and adoption leave
- Training and personal development opportunities
- Option to purchase up to 5 days additional annual leave
- Life Assurance of 4x annual salary
- Free onsite parking at our Horsforth office
- Study assistance for further professional qualification, subject to discussion with successful candidate

We believe wholeheartedly in supporting our staff to do their very best, irrespective of working location. If needed, and following a workstation assessment, you will receive an allowance for a home-working workstation and all necessary home-working equipment will be provided.

ROLE DETAILS

Job title:	Management Accountant
Reporting to:	Head of Finance & Resources
Line management:	No direct reports initially but potential to take a management role in future
Salary:	£30,500 - £37,210 per annum
Hours of work:	Full time - 37 hours per week
Contract type:	Permanent
Location:	Flexible: remote, hybrid or office-based (Horsforth, Leeds)
Probation period:	3 Months



KEY RESPONSIBILITIES

ACCOUNTING AND FINANCIAL MANAGEMENT

- To maintain accurate financial accounts, providing the SLT, OMG and trustees with management accounts including supporting narrative on a monthly basis, and ensuring that financial performance is monitored across the charity
- To work with the Head of Finance & Resources to keep the charity's financial procedures up to date
- To work with the Head of Finance & Resources to ensure that appropriate financial controls are in place in line with the charity's financial procedures, safeguarding the charity's financial assets, and minimising the risk of fraud
- To work with the Head of Finance & Resources and charity's auditors to produce annual statutory accounts, with appropriate submissions made to the Charity Commission and any other relevant authorities
- To monitor and manage the cashflow position of the charity
- To work with the OMG and SLT to produce an annual budget and periodic forecasts
- To provide first-call financial analytical support to the SLT and OMG, escalating to the Head of Finance & Resources as appropriate
- To develop a working knowledge of the charity's finance and payroll systems in order to be able to stand in for colleagues during periods of absence
- To evaluate own performance critically, and strive for continual improvement.
- To select and make use of a variety of resources, including IT to manage workload effectively.
- To support the charity's ethos and policies and demonstrate a commitment to attitude and behaviour that reflects our core values – Pioneering, Dynamic, Supportive, Knowledgeable and Trustworthy.
- To act as an ambassador for BCRT and attend and support fundraising and other events as and when required which will include some evenings and weekends.
- To carry out any other duties as may be reasonably requested that are commensurate with the level of this role

Personal Specification

No candidate will meet every essential and desired criteria. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

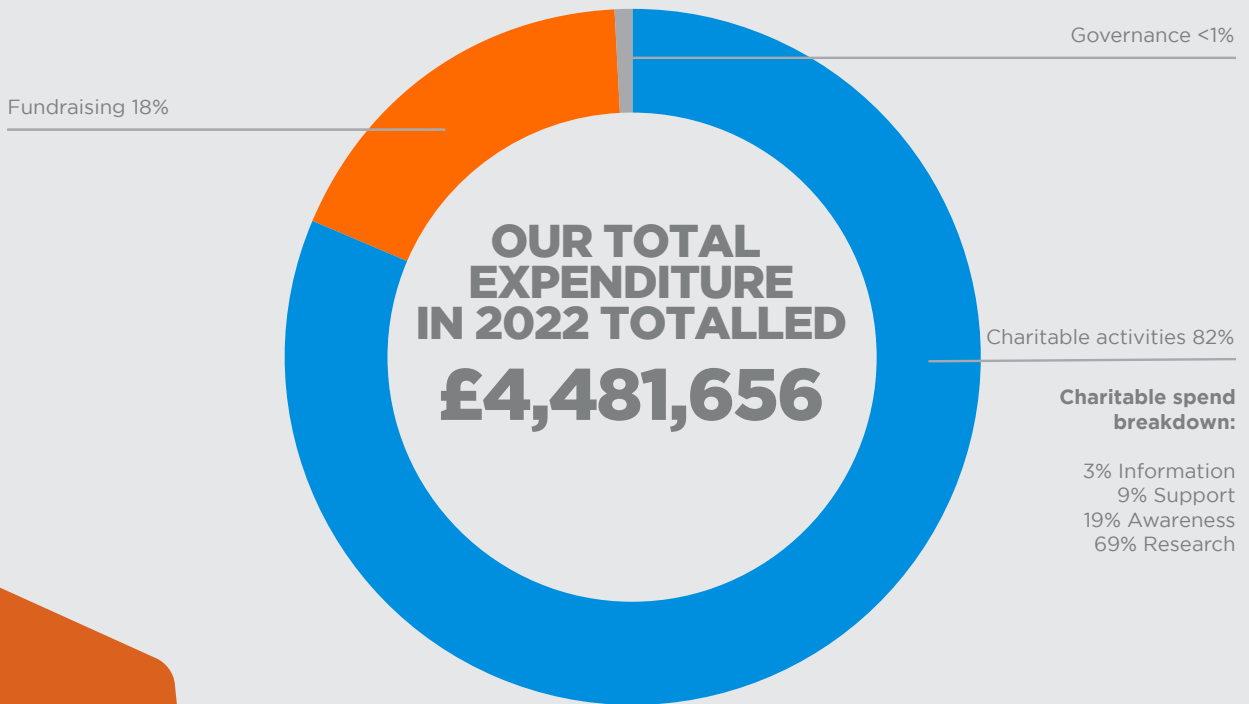
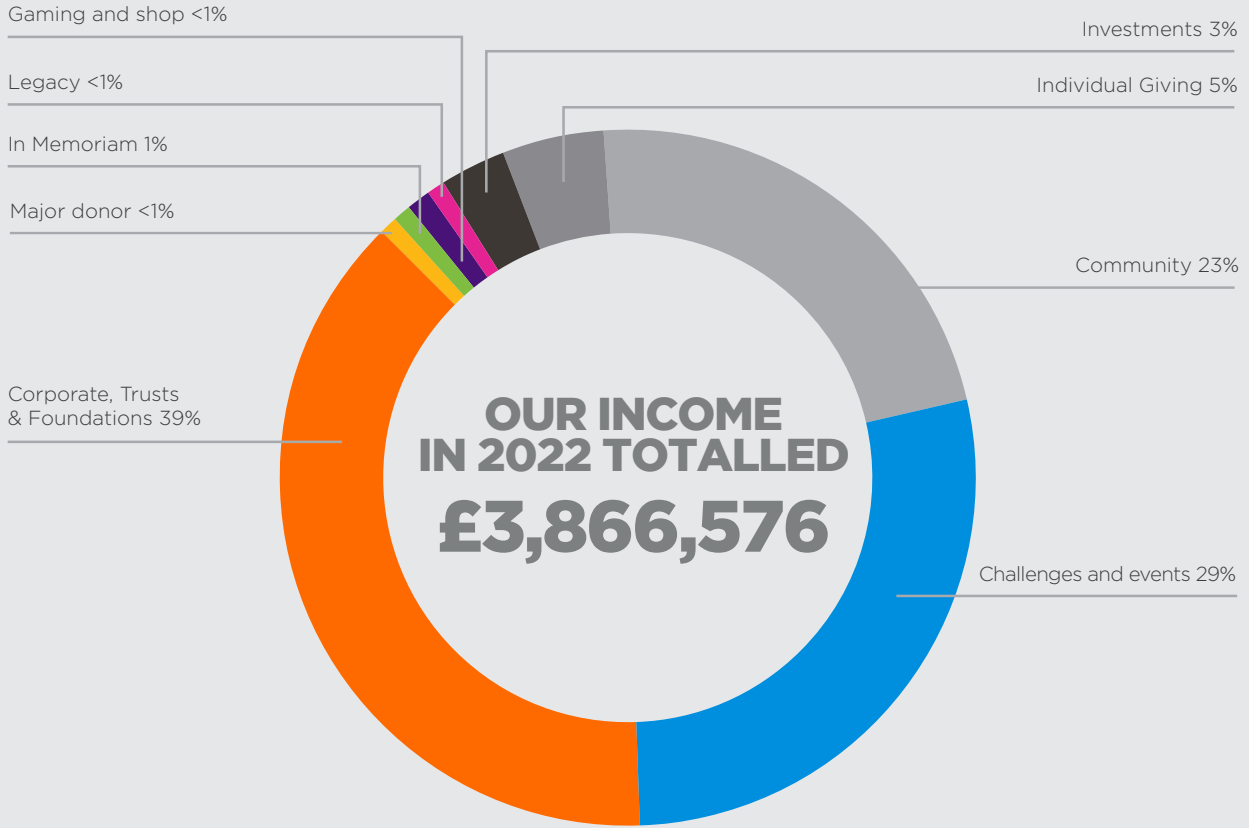
Criteria	Essential	Desired
Qualifications		
Full or part-qualification with a professional accounting body (ACA/ACCA/CIMA)	✓	
Full or part-qualification with an accounting technician body (AAT)		✓
Experience		
Experience working in a charity finance environment, including an understanding of key charity-related finance issues such as restricted funds.		✓
Experience of creating annual budgets and longer-term financial plans.		✓
Experience of running a payroll and associated HMRC and pension requirements.		✓
Working knowledge of finance packages (experience in the use of Sage is desirable but not essential).		✓
Working knowledge of charity CRM databases		✓
Working knowledge of project management systems		✓
Demonstrate excellent written and verbal communication skills.	✓	
Demonstrate excellent numeracy skills.	✓	
Highly competent in the use of Microsoft Word and Excel	✓	

Personal Qualities

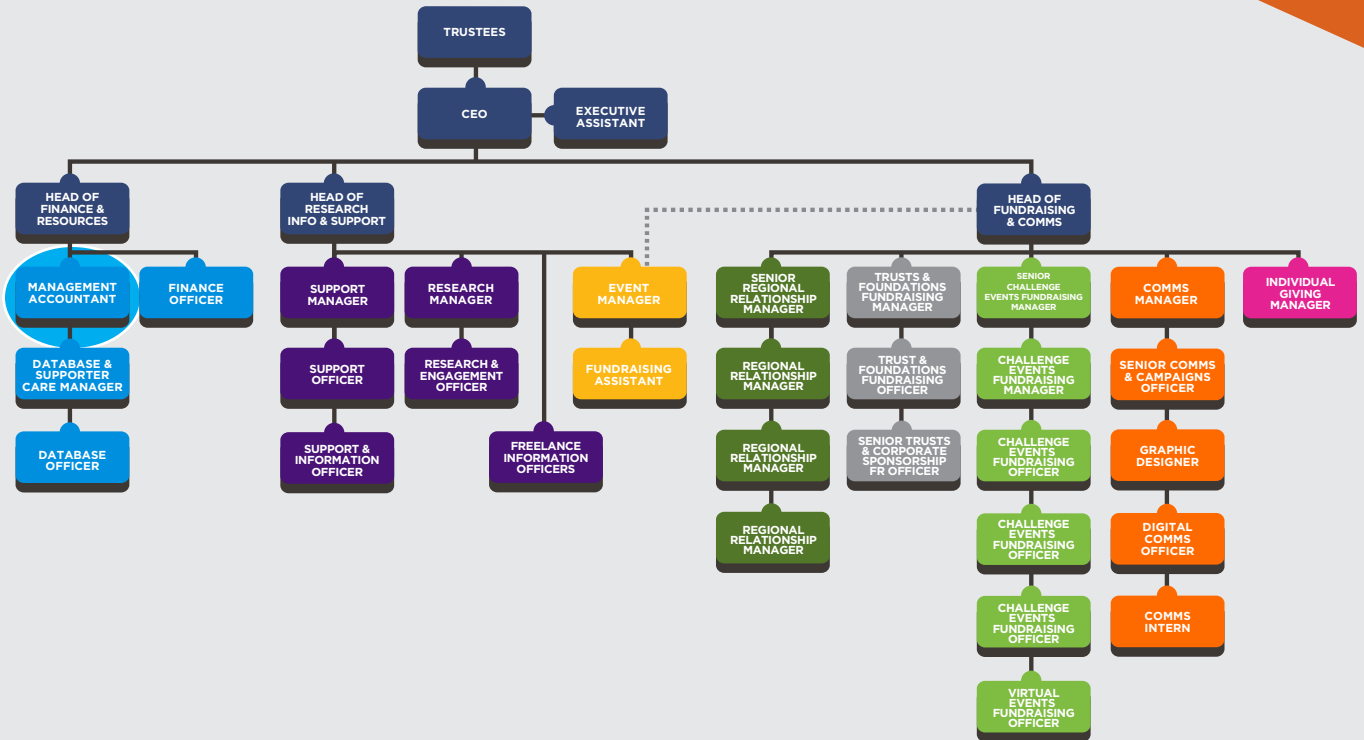
Enthusiastic, imaginative, and energetic with a 'can do' attitude.	✓	
An inquisitive mind, with the ability to problem solve.	✓	
Ability to confidently work as part of a team or individually, with minimal supervision	✓	
Excellent interpersonal skills, working well with people, being a real team player.	✓	
A shared passion for the work of the Bone Cancer Research Trust.		✓
Excellent organisation & time management skills.	✓	



INCOME & EXPENDITURE 2022



ORGANISATION CHART



HOW TO APPLY

Please apply by submitting an expression of interest by email, highlighting your suitability for the position and why you are interested, by email to:
andrew.westwood@bcrt.org.uk

All applications will be treated in the strictest confidence.

Should you require an informal conversation prior to applying to this role, please email **andrew.westwood@bcrt.org.uk**

10 Feast Field, Horsforth, Leeds LS18 4TJ

Visit: bcrt.org.uk

Call: 0113 258 5934

Email: info@bcrt.org.uk

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Bone Cancer Research Trust is a Charitable Incorporated Organisation (CIO), registered at the Charity Commission with Charity Registration Number 1159590.