

Management Accountant

JOB DESCRIPTION

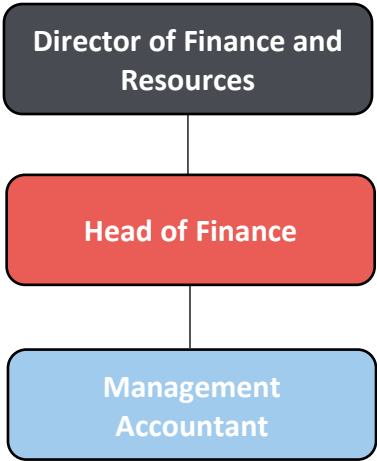
Location: London - Hybrid (minimum two days/ week in the office)

Work pattern: 35 hours per week, Monday to Friday, 9am to 5pm

Responsible for: n/a

Interaction with: Directors, Managers, and other senior staff at FEC.

Reporting line:



Role (Brief overview): The Management Accountant plays a key role in supporting the Director and Head of Finance by preparing management reports, undertaking financial analysis, and ensuring accurate reconciliations, audits, and compliance with policies. Working closely with Directors, Managers, and the Fundraising Team, the role contributes to the effective implementation and monitoring of funding streams, financial controls, and reporting processes.

Principal Responsibilities:

- Prepare budgets, quarterly and monthly reporting against budgets and forecasts. Prepare cost analyses, providing clear explanations of variances.
- Prepare internal management reports for the Senior Management Team in collaboration with the Director of Finance and Resources.

- Attend weekly meetings with the Head of Finance and Fundraising Team to record and implement funding changes.
- Contribute to implementation meetings with the Fundraising Team, Head of People, and Operational Managers, to support the roll-out of new funding.
- Prepare and issue invoices to funders in line with grant agreements or contractual requirements.
- Analyse procurement activity and assist with coding, maintaining the asset register, and recording disposals.
- Work with the Accounts Manager to complete bank, VAT, funder, supplier, payroll, and coding reconciliations.
- Collate supporting documents and prepare accounts and financial statements for audit and ISO compliance.
- Support the Head of Finance in updating and maintaining the Charity's finance policies.
- Review nominal activity and identify discrepancies
- Ensure Gift Aid claims are recorded accurately, and tax claims made on a timely manner.
- Assisting in the preparation of analysis schedules and any other ad-hoc tasks
- Overseeing data entry for Purchase and Sales ledgers
- Overseeing the periodic reconciliation of supplier's statements
- To proactively look for opportunities and projects to improve financial performance and deliver high results in an autonomous way
- Identify opportunities to improve financial processes and systems and undertake additional finance tasks as required.

PERSONAL SPECIFICATION

Essential knowledge and experience:

- Qualified Accountant (ACA, ACCA, CIMA or equivalent)
- 2 years post qualification experience
- Experience in cost accounting and budgeting with proven accuracy and strong analytical and problem-solving skills.
- Experience of producing monthly management accounts and clear and concise narratives

- A working knowledge of VAT
- Excellent IT proficiency, including experience using Microsoft Suite and Outlook

Desirable knowledge and Experience

- Experience of Xero
- Working experience of the Charity sector
- Payroll process

Essential Personal Qualities

- Time management skills and Team player
- Good written and verbal communication skills
- Ability to work to strict deadlines, requiring work flexibility.
- Able to identify a need to work with diplomacy, tact or discretion, including at Management level

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.