

Management Accountant

Job Description

Hourly rate	£21.98p/h - £23.07p/h (£40,000 - £42,000 pa FTE)
Weekly hours	15 – 21 to be worked over 3-4 days
Working pattern	To be agreed
Contract	Permanent
Location	Hybrid – 2 days minimum to be office based in Abingdon

About us:

Our Finance department supports Age UK Oxfordshire and our sister charity Action for Carers Oxfordshire. It's a small close team delivering all financial aspects of the charities.

Job purpose:

To support the Director of Finance and Resources in the efficient and effective running of the finance department.

Main duties:

- As part of month end procedures, perform all balance sheet reconciliations. Produce Management Accounts, creating a report with key highlights and variances.
- Recognise income in line with contracts and grants schedules and ensuring timely gift aid claims are made.
- Run the Treasury deposit (Flagstone).
- Review payment runs and payrolls produced by the Finance Officers.
- As part of the finance team support colleagues across the charity with their queries, in particular provide support to budget holders.
- Produce project budgets for funding bids and expenditure reports to support departments.
- Be the main point of contact for the auditors and lead on the year end process.
- Develop models for short and long term cash flow.
- Assist the Director of Finance in producing the annual budget and Statutory accounts and other reports.
- Assist the Director of Finance in improving finance controls and processes.

This job description is not restrictive or definitive and should be regarded as a guideline to the duties required. It may be amended in the light of changing circumstances following consultation with the post holder. The job description does not form part of the Contract of Employment.

Staff benefits:

- 28 days holiday, plus Bank Holidays. Increasing to 33 days after 5 years continuous service (pro rata for part time employees)
- Charity paid cash health plan. For employees and dependants up to the age of 24.
- Employee Assistance Program available 24/7
- Flexible working
- Charity sick pay
- Free on-site parking
- Pension scheme
- 4 x salary life insurance (subject to pension scheme membership)
- Cycle to work scheme
- Blue Light Card entitlement

Our values:

Our values are important to us and describe how we aspire to work with both our service users and our work colleagues.

- Caring
- Listening & amplifying people's voices
- Enabling & empowering
- Passionate for better
- Collaborative



Caring



Listening & amplifying people's voices



Enabling & empowering



Passionate for better



Collaborative

Person Specification

Job Title: Management Accountant

Specification	Essential Requirements	Desirable Requirements
<u>Qualifications/ Education/ Training:</u>	<p>Professional qualification (ACA / ACCA / CIMA etc.)</p> <p>Excellent written communication skills including the ability to communicate financial information to those without finance experience</p> <p>Education ensuring good standard of written and spoken English.</p>	
<u>Relevant experience:</u>		Charity experience
<u>Relevant knowledge/skills:</u>	<p>Strong analytical skills</p> <p>Attention to detail in work and documentation</p> <p>Proficiency in Microsoft software, Outlook, Teams and Word with advanced skills in Excel</p>	
<u>Personal attributes:</u>	<p>A commitment to equality, diversity, and inclusion</p> <p>Share the values of Age UK Oxfordshire</p>	
<u>Special Requirements:</u>	<p>The post is subject to a basic Disclosure & Barring Service check.</p> <p>Reliable access to broadband during working hours.</p>	