

Job Title: Management Accountant

Business Area:	Finance
Location:	Finchley / Hybrid (travel to other sites may be required)
Reports to:	Head of Finance (Line management – Finance Apprentice)
Salary:	£42,470 - £50,364 (NLH Band 6)

Organisation and Team Information

North London Hospice is a registered charity that has been caring for local people since 1984. We are committed to empowering patients with life limiting illnesses, supporting them to achieve the best quality of life possible. As well as our inpatient unit at Woodside Avenue, we work within the wider community including our Outpatient and Wellbeing services; our support to patients in their own homes; our Community Specialist Palliative Care services; and our Patient and Family Support teams, providing emotional and practical support to patients, their families and carers.

The Finance team provide a complete financial service to the wider North London Hospice, delivering the required financial information that enables the charity to operate, while also supporting organisational planning and decision making.

Role Purpose

Ensure all financial data is correctly recorded in a timely manner to facilitate financial reporting to the Executive team and budgetholders. Produce Trial Balance to enable draft accounts to be prepared for presentation to the Executive team, Management group and Finance Committee. Complete audit schedules and assist in completing the final year end published accounts. Line management of Finance Apprentice.

Key Responsibilities

General

- **Accounts Analysis and Reporting** including analysing and reconciling income and expenditure, ensuring all information is updated to produce an accurate Trial Balance. Completing monthly Balance Sheet reconciliations, including bank, fixed assets, accruals, prepayments, and other control accounts. Raisers Edge reconciliation – reconciling and importing fundraising income. Providing other ad hoc information/reports as required.
- **Departmental reporting** preparing, reviewing, and distributing monthly budgetholder reports. Liaising with budgetholders monthly.
- **Budgeting and forecasting** assisting in the preparation of periodic forecasts and the annual budget
- **Year end** including though not limited to; production of year end Trial Balance and schedules to enable the production of draft accounts for audit, liaising with auditors and providing other ad hoc info/reports as required
- **Other duties** include managing the chart of accounts
- **Decision making** is at specialist level – providing specialist accounting knowledge in area of expertise, consulting with manager on any decisions that impact the function and the wider organisation.
- **Key working relationships – Daily / Weekly:** finance team, wider hospice and budgetholders **Occasionally:** auditors
- **Any other reasonable duties** required within the scope of the role.

Infection Control

- Maintain the highest standards of infection control
- Familiarise with, and adhere to, North London Hospice Infection Control Processes, Policies and Procedures

Health and Safety

- Understand individual safety and security responsibilities
- Familiarise with, and adhere to, the relevant health, safety and security policies across North London Hospice
- Be aware and work to support own personal health and safety and the health and safety of others across the Hospice
- Maintain patient, personal and organisational confidentiality at all times. This includes patient medical and financial information; employee record; student records; financial

Confidentiality

- Maintain patient, personal and organisational confidentiality at all times. This includes patient medical and financial information; employee records; student records; financial and operating data of North London Hospice and any other information that is of a private or sensitive nature
- Familiarise with, and adhere to, the relevant confidentiality policies within North London Hospice

Person Specification

Education and Qualifications

- AAT qualified or Part Qualified ACCA / CIMA

Experience and Knowledge

- Significant experience in similar financial / commercial role - **essential**
- Knowledge of accounting terms and concepts – **essential**
- Significant experience in a similar sized organisation - **essential**
- Understanding of financial regulations - **essential**
- Advanced MS Office (Excel in particular) – **essential**
- Good working knowledge of accounting packages – **essential**

Personal Qualities and Abilities

- Strong analytical and critical thinking skills - **essential**
- Strong attention to detail – **essential**
- Proactive with the ability to work as part of a team and independently - **essential**
- Excellent organisational and time management skills - **essential**

Essential for all

- Commitment to equality, diversity and inclusion and understanding of how this applies to own area of work
- Commitment to the aims and charitable objectives of North London Hospice
- Committed to own continuing vocational/professional learning and development
- Enhanced DBS check (role specific)
- Full, clean UK driver's license (role specific)

Our Values

Our Values

C Collaborative and learning

O Open and honest

R Respectful and empowering

E Equal and inclusive



**The best of life,
at the end of life,
for everyone**