

## ROLE DESCRIPTION

Job title	<b>Management Accountant</b>
Team/group	Finance
Summary role description	To support management and staff teams with business development, efficient financial processes and performance monitoring through the effective implementation of a 'business partnering' approach between finance and the wider organisation.  Responsible for producing monthly management accounts and supporting the development of finance processes by building on the implementation of a new accounting system.
Contract type	Full-time, fixed term contract (1 year) with the potential to become permanent. Hybrid.
Reports to	Financial Controller
Normal place of work	CILIP offices/hybrid
Salary (per annum)	£50,000 per annum

### We expect everyone to meet the core CILIP team values:

A positive, can-do attitude	Curious and enthusiastic about new technology
An organised approach	A creative problem-solver
The ability to work well under own initiative and as part of a larger team	A commitment to the culture and process for individual and team development
Flexibility and the willingness to get involved in a range of activities	A commitment to our mission and purpose, and to delivering excellence for our members
Proactive in monitoring performance and sharing knowledge	A commitment to our values: social justice, intellectual freedom and evidence-based practice

### What is this role accountable for delivering?

- To work with the Financial Controller to create accurate monthly management accounts.
- Performing reconciliations and maintaining general ledger accounts.
- Maintaining/reviewing balance sheets and ensuring accuracy of reconciliations.
- Ensure that formal and informal reporting is carried out and is properly supported by the underlying financial records.
- Assisting with audits.
- Produce variance reporting and analysis, working with budget holders to produce meaningful narrative and understand opportunities and risks within the business.
- To provide support, advice and guidance to the wider staff team and member networks to ensure effective and confident engagement with financial policies, processes, and systems.
- To work with external partners and across the organisation to develop effective financial processes following the implementation of a new accounting system.

- Coordinate all financial functions for the business including cash flow, budgeting, forecasting, monitoring, and annual reporting, whilst taking direction from the Senior Management Team and Financial Controller, ensuring that all processes comply with statutory/business requirements.
- To support budget holders with the implementation of commercially viable and/or high impact programmes/projects.
- To evaluate and provide financial information and reports for programmes/funded projects.
- Any other duties as may be needed as part of the effective operation of CILIP.

<b>PERSON SPECIFICATION</b>	<b>Essential / Desirable</b>
<b>Work Experience</b>	
Prior financial services experience	E
Strong financial acumen and expertise in UK financial regulations and accounting principles, financial planning and analysis	E
Thorough understanding of the Charities SORP (FRS 102)	D
Experience of managing charity/not-for-profit/social enterprise finances	D
<b>Skills/Abilities</b>	
Proficiency in Excel.	E
Prior experience in using Xero	D
Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels	E
Able to take analytical and strategic approaches to data, systems and processes to identify improvements and to support growth.	E
Able to identify risk to business functions and mitigate/escalate accordingly	E
<b>Education/qualifications</b>	
ACA/ACCA/CIMA qualified	D
<b>Personal details</b>	
Motivated by a changing, developing environment	E
Organised, collaborative and methodical in their approach to finance management	E
Influencing and negotiating skills with stakeholders at all levels	E
<b>Other Circumstances</b>	
The ability to work according to the CILIP Hybrid Working Policy	E

### **What are the success measures/outcomes for this role?**

- A truly integrated Finance function.
- Finance operates as a business partner to the rest of the organisation.
- Reporting is accurate, timely and meaningful.

Managerial Responsibility	This role has no line-management responsibility but will work closely with two Accounts Managers (Accounts Receivable/Payable)
Dimensions and Limits of Authority	Expected to take the autonomous lead for own project, area or specialism, working within broad occupational policies. Undertake complex analysis and problem solving and make recommendations and decisions accordingly. Reports to the Financial Controller.