**BIRTENSHAW**

**Job Description**

**Post Title:** Management Accountant (14 Month Fixed term contract to cover maternity leave)

**Location:** Head Office, Bromley Cross, Bolton

**Directorate:** Corporate Services

**Terms:** Equivalent to NJC Point 26 **(£29,636)**

37 hours per week arranged to best meet the needs of Birtenshaw

Holiday Entitlement: 24 days annual leave and 08 public holidays

**Report To:**

Deputy Chief Executive: Resources

**Overall Purpose of Job**

The primary responsibility of this role is to deliver the monthly management accounts on time, with detailed commentary and analysis of performance and key issues, in accordance with all internal procedures. This is a key role within the finance function, and will ensure all procedural controls over the financial operations are followed, implemented, and new ones created where necessary.

# **Key Responsibilities**

* Working closely with the Deputy Chief Executive: Resources in producing the annual budget.
* Production of monthly management accounts to support each business area, including reforecasting of budgets and provision of supporting management information.
* Production of monthly balance sheet and cash flow statements.
* Carry out monthly balance sheet reconciliations to ensure accuracy of accounting records.
* Carry out monthly and annual pension reconciliations.
* Preparation of all journals, prepayments and accruals, including supporting documentation.
* Close down month end and year end ledgers on the accounting system
* Apply correct accounting treatment for all items of capital expenditure in line with Financial Regulations.
* Advise budget holders on existing finance procedures to ensure compliance with allocated budgets and support budget holders in managing their day to day budgets.
* Work closely with budget holders to ensure financial control measures are implemented prior to committing expenditure, managing spend against allocated budgets.
* Maintain the Fixed Asset Register, ensuring additions, disposals and deprecation charges are correctly recorded.
* Maintain credit card records and reconciliations.
* To be an integral part of the finance team and assist in any duties which may assist in the general improvement of the department
* Awareness of rolling forecasting processes and zero based budgeting.

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**Management Responsibilities**

To ensure all Health and Safety policies and procedures are in place and adhered to.

To be aware of and committed to the equal opportunities principles and practices of the company.

**Note**

This job outline forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management’s discretion in the future.

As a general term of employment, Birtenshaw may effect necessary change in job content, or may require the post-holder to undertake other duties provided that such changes are appropriate to the employee’s remuneration and status.

**Person Specification**

**Management Accountant**

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| **CATEGORY** | **Essential (E)****Desirable (D)** | **Application (A)****Interview (I)****Reference (R)** |
| **Experience** |  |  |
| Experience in management accounts production | E | A+I+R |
| Experienced at preparing and reviewing monthly financial reports | E | A+I |
| Experience of working in a dynamic and fast paced environment | E | A+I |
| Previous experience in accounting and bookkeeping software | E | A+I |
| Demonstrable experience in a role where the ability to organise and prioritise workloads is an essential requirement | E | A+I |
| **Knowledge, Skills, Abilities**  |  |  |
| Clearly demonstrate knowledge and understanding of the voluntary and community sector and the aims of Birtenshaw | D | A+I |
| Able to resolve complex problems taking a proactive approach to analyse the issues and generate solutions | E | A+I |
| Flexibility in approach and an ability to manage through change; | E | A+I |
| The ability to analyse data and suggest improvements as a result | E | A+I |
| The ability to manage conflicting priorities, with a caseload of different issues | E | A+I |
| Be self-motivated with the ability to work positively and productively with people at all levels | E | A+I |
| Positive attitude to delivering a high level of customer care | E | A+I |
| Ability to work with competing deadlines and tight timescales | E | A+I |
| Ability to engage with key partners, whilst maintaining good working relationships.  | E | A+I |
| Confident in using Microsoft Word, Excel, Outlook and PowerPoint | E | A+I |
| **Qualifications** |  |  |
| AAT qualified or part qualified ACCA, CIMA or equivalent  | E | A |
| **Interpersonal & Social Skills** |  |  |
| Enthusiastic | E | I |
| Excellent communication and interpersonal skills | E | A+I |
| Demonstrates negotiation and influencing skills | E | A+I |
| Excellent numeracy, literacy, written and oral communication skills | E | A |
| Working in a team environment | E | I |
| Enthusiastic and highly motivated with the ability to motivate others | E | I |
| Confident | E | I |
| Ability to adapt | E | I |
| Actively promote ‘No Smoking’ and other company policies | E | A + I |