

Job description

Job title

Management Accountant

Hours

Full time 37.5 hours per week

Contract

Temporary (12-15 month) maternity cover

Role profile and grade

OS45A role profile and grade 4

Salary

£41,490 based on 37.5 hours per week, 52 weeks per year.

Location

This role will be a hybrid role partly office based at our Cheadle central office and partly based remotely

Reports to

Head of Finance

Type of DBS required

Standard Check (We will apply for this on your behalf)

Job purpose

To lead and manage a high quality, efficient and effective management accounting service for the Trust, supporting the Head of Finance in delivering a robust financial management and financial information service.

To lead in maintaining and improving the financial records of the Trust by managing the day to day activities within the finance department taking responsibility for transactional accounting ensuring all relevant Trust procedures are adhered to and statutory responsibilities are met.

To be responsible for the Trust's banking systems, including making all payments to suppliers together with cash flow recording.

To manage the implementation and development of continuous improvement in finance systems, processes and controls to ensure the highest quality, efficiency and overall effectiveness of the finance function.

Key responsibilities

Key responsibilities will include but not limited to:

- Leadership and management of a small transactional processing team covering petty cash expenditure and accounts payable (purchase ledger) transactions.
- Overseeing the operations of the transactional finance team to ensure preparation of monthly management accounts within agreed deadlines.
- Preparation of month end journals, prepayments and accruals.
- Production of monthly management accounts for all departments of the Trust.
- Overseeing and administering cash and banking transactions (BACS and other payment processes) adopting checks and balance procedures to safeguard propriety and integrity.
- Overseeing the general day to day administrative operations within the finance department.
- Providing comprehensive management of all accounting, banking and other finance software including provision of support to the wider team in relation to this software.
- To assist in the support and development of all the Trust's financial systems to improve efficiency and effectiveness, in particular to provide specific support for the financial accounting system.
- Provide information as required for external auditors
- Champion sound financial practice and compliance.

Other responsibilities

- To support the wider finance team
- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion
- Undertake any other task commensurate with the grade.

Additional information

- Due to the nature of the organisation and the small size of the team it is necessary for the post holder to be adaptable.

Person specification

You will need to demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	Educated to degree level in a relevant field	Qualified accountant (CIMA or other professionally recognised accountancy body)
Experience and skills	Significant number of years' experience in a management accounting or finance role, providing high quality financial support and advice.	Experience of working in the Public or Third sector Experience of leading and developing a team

	Essential	Desirable
		within a financial function setting
Knowledge and understanding	<p>Ability to work as part of a team in the provision of a professional financial management and business information service contributing to the effectiveness and efficiency of the Trust as a whole</p> <p>Ability to discuss financial information and concepts clearly and concisely with staff who have limited financial knowledge or training.</p> <p>Knowledge and understanding of the range of issues which impact on financial performance.</p> <p>Advanced level of spreadsheet skill – creator level who is comfortable with data extraction, analysis, interpretation and presentation.</p> <p>Skilled in developing management information reports to meet the demands of the services</p>	Experienced user of financial accounting software

	Essential	Desirable
	<p>in respect of financial management information.</p> <p>A high standard of written and oral English, together with excellent interpersonal skills with an ability to communicate appropriately at all levels to both finance and non-finance colleagues</p> <p>High level of attention to detail</p> <p>Ability to meet deadlines and work on own initiative</p> <p>Diligence and commitment</p> <p>Ability to organise and prioritise workloads for yourself and your team to ensure deadlines are met</p> <p>Effective problem solving skills, with the ability to use own initiative to anticipate and resolve problems</p> <p>Proficient in developing IT software to meet the demands of the services in respect of financial management information</p> <p>Proficient in the use of banking software</p>	

	Essential	Desirable
Other	<p>Comfortable working independently and in teams</p> <p>Ability to work independently and unsupervised</p> <p>Demonstrate a commitment to respecting and displaying the Trust values at all time</p>	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

