

JOB DESCRIPTION:	Management Accountant	Grade E12	FR17
Responsible to:	<ul style="list-style-type: none">• Finance Manager		
Liaise with:	<ul style="list-style-type: none">• CEO & Directors• All staff members• External suppliers• Trustees• Visitors and supporters		
Scope: The role covers all aspects of the Charity and its Trading Subsidiary. References to the Charity include both entities. The post holder is responsible for the accurate preparation of financial information that supports the smooth and effective running of the charity. This includes the monitoring and accurate recording of all transactions for a £5m turnover organisation with a £50m balance sheet.			
Main Purpose of the Job: <ul style="list-style-type: none">• To prepare accurate and timely monthly management information for budget holders.• To support the Finance Manager with the preparation of quarterly trustee reports and annual audit schedules.• To provide information, support and advice to others in the organisation as and when required.• To undertake and support day to day processing of transactions through the charity's finance and related systems.			
Main Duties: <ul style="list-style-type: none">• Preparation of monthly summary schedules for all balance sheet codes.• Responsible for the full reconciliation of all control accounts with any issues resolved or reported. Including the review of all bank and cash reconciliation reports produced and the investigation and tidying up of anomalies and outstanding items.• Responsible for the preparation of a monthly reconciliation of the takings control account. Reporting on all outstanding items and working with the relevant teams to improve the process.• Working with other departments on stock control management and reporting, ensuring regular stock takes are performed and differences investigated. Preparing and posting monthly adjustments.			

- Responsible for the updating and maintaining of an accurate Fixed Asset register. Ensuring all spend is matched to a capital budget code, is posted to an appropriate category and has the appropriate authorisations. Plus, the quarterly calculations and posting of depreciation.
- Preparation of monthly budget comparison reports for each department. Review and investigate obvious discrepancies through liaison with budget holders and managers.
- Preparation of monthly capital budget spend report.
- Prepare monthly inter-company transactions and ensure balances are reconciled and paid off on a regular basis.
- Support the Finance Manager with the preparation of audit schedules. Work with the auditors as needed to support a smooth audit process.
- Attending meetings in the Finance Managers absence where appropriate.
- Provide support and advice as required to all charity staff on cash handling, sales processing, stock management, order refunds, purchasing procedures, etc.
- Support and cover for the rest of the finance team as needed.
- Ensure all procedures are complied with, kept updated and regularly audited.
- Deal with confidential and sensitive information appropriately following Data Protection and GDPR procedures at all times.
- Read, understand and observe the requirements of Health and Safety Policy and Procedure at all time.
- Develop relationships with other departments as required and work together for the benefit of the charity. Plan and attend meetings within and between departments as required.
- To ensure that any advice or guidance provided is in line with the Bransby Horses professional advice and guidelines.

This is not an exhaustive list of all of the duties that may need to be undertaken. It may be necessary to undertake other duties in order to fulfil the objectives of the charity.

Person Specification	Requirements
Education & Qualifications	<ul style="list-style-type: none"> • A good standard of education • Hold a recognised accounts qualification; AAT Level 4 or equivalent or be part qualified CIMA/ACCA
Experience & Knowledge	<ul style="list-style-type: none"> • Previous administrative experience • Significant previous accounting experience is required (4-5 years) • Previous experience of working within a busy office environment • Knowledge of Finance processes • Knowledge of working within the Charity sector is desirable
Skills & Competencies	<ul style="list-style-type: none"> • Excellent organisation and multi-tasking skills • Be able to prioritise and work to deadlines in a busy environment • Excellent numeracy skills • Have good attention to detail and be meticulous in all tasks • Competent with Microsoft programmes with intermediate or advance Excel and database skills • Analytical and problem solving skills • The ability to work on your own initiative • Excellent communication skills • Be a good team player
Personal Qualities & Expectations	<ul style="list-style-type: none"> • Be flexible, self-motivated and pro-active in your approach to work • Have a polite, friendly and approachable manner • To promote a professional image of the Charity at all times. • Have the ability to learn quickly and adapt to various situations
Other	<ul style="list-style-type: none"> • Ability to travel between sites