



Job Description

Job Title: Management Accountant

Responsible To: Finance Controller

Primary Objectives:

- Responsible for preparing Vista's accounting records and ensuring appropriate internal controls in place, ensuring all balance sheet accounts reconciled on a regular basis.
- Responsible for the preparation of monthly management accounts
- Responsible for understanding and investigation of monthly variances.

Main Duties & Responsibilities:

- Ensuring that the accounting records are accurately posted and coded to the finance system.
- Prepare month end managements working closing with the financial controller
- Carry out monthly variances analysis and work closely with budget-holders
- Prepare month end balance sheet reconciliations.
- Support the Financial Controller with cash flow preparation
- Support the Financial Controller with the year end audit.
- Attend internal and/or external meetings as required.

Additional responsibilities

- To ensure activities comply with current law and accounting standards.

- To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation.
- To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working.

Prepared by: Finance Director

Date: April 2021

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
Qualifications & Training	<ul style="list-style-type: none"> ▪ QBE or completed/working towards /professional qualification (ACA, ACCA, CIMA) 		<p>Application form</p> <p>Certificates</p>
Experience	<ul style="list-style-type: none"> ▪ Experience working in a finance office ▪ Preparing or supporting management accounts production ▪ Knowledge of accounting standards and applying these to policies and procedures. ▪ Experience in liaising with external stakeholders e.g. suppliers ▪ Working experience & knowledge of accounting software systems. 	<ul style="list-style-type: none"> ▪ Charity or Voluntary Sector finance experience. ▪ Knowledge of budgets ▪ Supporting with year end audit and accounts. 	<p>Application form</p> <p>Interview</p>
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Good IT skills including Microsoft Office. ▪ Good use of Excel. ▪ Excellent communication skills. ▪ Highly numerate with attention to detail. ▪ Time management skills and the ability to work to defined timescales. 	<ul style="list-style-type: none"> ▪ Knowledge of Access-Dimensions software 	<p>Interview/Test</p> <p>Interview/Test</p> <p>Interview. Interview/Test</p> <p>Interview</p>

Personal Qualities	<ul style="list-style-type: none">▪ A 'can-do' and creative approach to problem solving.▪ Able to deploy an interpersonal approach appropriate to each situation.▪ Able to work on own initiative but also be a team player.		Interview