

## Job Description

**Job Title:** Management Accountant

**Responsible To:** Finance Manager

### Primary Objectives:

To prepare, develop, and analyse management accounting information, and provide high quality support service to budget holders and senior managers in Vista.

To contribute to the development, design and implementation of internal financial systems, processes and procedures.

To develop and maintain business partnering arrangements with managers.

### Main Duties and Responsibilities:

#### Management Accounting

- Responsible for the production of timely, accurate and reconciled monthly management accounts
- Producing regular management reports to budget holders and senior managers
- Analysing variances and exploring potential problems with budget holders and senior managers
- Making appropriate recommendations, and advising of the impact, on the business to budget holders and senior managers
- Planning projects and exploring potential problems or opportunities, ensuring that appropriate resources and staff are available to execute the project
- Setting up and maintaining reporting systems

#### VAT Ledgers

- Maintain the VAT Ledger ensuring that at all times the Correct/Current VAT rate and VAT treatment for new items is being correctly applied

- Maintain partial exemption calculation.
- Perform/Supervise VAT Ledger Monthly close down procedure to meet Finance Month end timetable, and ensure that VAT Control Accounts reconcile
- Be able to answer basic VAT queries, and re-direct the more complicated ones

### Treasury

- Calculating cashflow requirements for payment runs.
- Prepare settlement figures for Intercompany Settlement
- Responsibility for petty cash management and reporting

### Other

- Oversee and ensure that Balance Sheet Reconciliations are completed and dealing with reconciling items
- Processing of the Payroll Journal and reconciliation PAYE/NI & Salary Control Accounts
- Reconciliation on the Restricted Funds A/Cs
- Reconciliation on the Designated Funds A/Cs
- Reconciliation on the Current Intercompany A/Cs
- Ensuring that the Suspense A/Cs equal zero on a monthly basis or valid explanation of balance left
- Responsibility for chasing payment of outstanding invoices
- Reviewing the Cash Book Ledger, Purchase Ledger and Sales Ledger month end balances
- Assisting the Finance Manager in the production of monthly management accounts and related information to agreed timescales.
- Develop and maintain business partnering arrangements with managers to ensure effective financial controls.
- Assisting with the year end audit and ensuring compliance with the schedule of audit deliverables.
- Respond and monitor all queries from external customers and ensure they are dealt with in a timely manner.
- Provide cover for the Finance team during periods of absence.

## Resources:

### People

**Internal**      Budget holders  
                    Leadership team  
                    Finance team  
                    Support departments  
                    Project managers

**External**      Suppliers  
                    Fundors

### Non-financial

Generating monthly ad hoc reports.

Deputise for the Finance Manager during periods of absence.

### 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: NGS**

**Date: Dec 2022**

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)
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>▪ Educated to 'A' level standard.</li> <li>▪ Minimum GCSE Grade 3 in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Part-qualified/ Qualified</li> </ul>	<p>Application form</p> <p>Certificates</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in charity or voluntary sector</li> </ul>	<p>Application form</p> <p>Interview</p>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Excellent IT skills including Microsoft Office.</li> <li>▪ Excellent use of Excel.</li> <li>▪ Excellent communication skills.</li> <li>▪ Highly numerate with attention to detail.</li> <li>▪ Time management skills and the ability to work to defined timescales.</li> <li>▪ Working experience &amp; knowledge of accounting software systems.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience working with XLedger</li> </ul>	<p>Interview/Test</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ A 'can-do' and creative approach to problem solving.</li> <li>▪ Able to deploy an interpersonal approach appropriate to each situation.</li> <li>▪ Able to work on own initiative but also be a team player.</li> </ul>		<p>Interview</p>