

Role Profile

Management Accountant

Role Details:

Department:	Finance & Resources	Team:	Finance
Reports to:	Head of Finance	Responsible for:	No direct reports
Contract:	Permanent	Hours:	Full-time, 35 hours
Salary Range: (+ London weighting added if eligible)	£42,000-£47,000	Salary Band:	E
Base Location: (London, Cardiff, Belfast, Glasgow or home)	Hybrid: based in any of our four offices or from home. Occasional travel to London will be required	DBS Check Required?	Y – basic
Budget Holder?	N	Policy Owner?	N

Core Purpose:

Provide high quality reporting and analysis to budget holders, assisting with budgets and management accounts reporting and improving the impact and understanding of financial reporting.

Primary Objectives:

1. Build partnerships with all lead managers and their teams to support effective budget management and financial compliance
2. Assist with planning and reporting of the annual budgets
3. Support grant and donor reporting with accurate financial data
4. Ensure timely monthly closure and reconciliation of accounts and assist in the preparation of accurate and timely management accounts
5. Assist the Head of Finance in ongoing reporting and analysis
6. Support the finance officers as required with an understanding of systems and operational finance

Responsibilities:

1. Build partnerships with all lead managers and their teams to support effective budget management

¹ Please note our policy is to offer at the bottom of the salary band for new starters.

- Partner with budget holders to support their understanding of their budget and management accounts, and assist with any additional financial analysis required
- Work with budget holders to develop understanding of good financial management and compliance with financial policies

2. Assist with planning and reporting of the annual budgets

- Assist with the budget planning process, preparing templates, providing analysis and guidance, and communicating with budget holders

3. Support grant and donor reporting with accurate financial data

- Deliver any financial reporting required for assigned projects including reporting for funders and budget holders
- Maintain accurate reporting for assigned projects and monitor the allocation of costs to projects

4. Ensure timely monthly closure and reconciliation of accounts and assist in the preparation of accurate and timely management accounts

- Prepare and post monthly journals including recharges and adjustments after reconciling the key systems to finance as well as reconciling balance sheet accounts
- Prepare annual recharges and reviewing on a monthly basis, reconciling the recharges with budgets and funder reports
- Reconcile the accounts against the systems outside of finance
- Ensure the data accuracy in finance systems and assist with integration and reconciliation of other systems, CRM, payroll, website transactions.
- Review the salary journals, reconcile the data against payroll and ensure that all is posted accurately
- Assist in the preparation of the monthly management reports with a draft commentary and analyse variances for the assigned departments

5. Assist the Head of Finance in ongoing reporting and analysis

- Assist the Head of Finance in the production of the annual statutory accounts, cashflow forecasting and any other ad hoc reconciliation or reporting requirements
- Conduct variance analysis to inform strategic decision-making
- Assist with VAT reporting including the reconciliation and posting journals

6. Support the finance officers as required with an understanding of systems and operational finance

- Support the Finance Officers as required with tasks including reconciliations, updating the bank statements and any other queries they may have regarding invoices and journals.

7. Team Working:

- Work closely with the Finance team to ensure that plans and priorities align with wider organisational plans and strategies
- Effectively represent the team and actively contribute at internal meetings and external events.
- Understand and adhere to The Fostering Network's policies and practices

- Engage with and demonstrate commitment to The Fostering Network’s mission, vision, values and strategy
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.
- Take a relationship-based approach to your work, understanding that creating positive relationships with our internal and external stakeholders is central to achieving our objectives
- Undertake any other duties appropriate to the level in accordance with agreed procedures and guidelines.

Main Stakeholders

In addition to their immediate team, this role-holder will particularly work with:

Internal	External
Assistant Directors	Finance system suppliers
Heads of Team	Banks
Membership Team	Auditors

What we’re looking for:

Essential Knowledge, Experience & Qualifications

- Accountancy qualification – qualified or part qualified, ACCA, CIMA, ACA
- 5+ years' experience in management accounting, preferably within the charity sector
- Proficiency in budgeting, forecasting and variance analysis
- Experienced in Microsoft Excel with the ability to produce budgets and forecast, reports and manipulate large volume of data

Essential Skills & Attitudes

- Comfortable working independently, managing different tasks simultaneously and prioritising these as necessary and meeting deadlines
- Able to build and maintain relationships across a broad spectrum of stakeholders.
- Identify and implement process improvements to enhance financial efficiency
- Excellent verbal and written communication skills, including communicating financial information to those with a non-financial background
- Commitment to maintaining the confidentiality of information held by The Fostering Network
- Commitment to Equality, Diversity and Inclusion
- Commitment to The Fostering Network's mission, vision and values

Desirable

- Care experienced and/or lived experience of foster care
- Experience of using MS Dynamics, Netsuite or cloud-based accounting software
- Advance proficiency in Microsoft Excel (including data analysis, pivot tables and complex formulas)
- Experience of report writing tools
- Knowledge of SORP (FRS 102)
- Experience in grant or donor fund management