Part 1: JOB PROFILE

1 MAIN PURPOSE OF JOB:
The preparation, development and analysis of management accounting information and provision of a high quality support service to line managers within the Society.
2 POSITION IN ORGANISATION:

The post holder will report to the Business Analyst. They will have contact with various parts of the organisation:

♦ Providing advice to budget holders on all aspects of budgetary control.
♦ Working with other staff in the finance team.
♦ Working with other staff in the Society.
♦ Working with volunteers.

3 SCOPE OF JOB:

♦ Management accounts preparation
♦ Planning and budgeting
♦ Provide financial information service to management
♦ Financial Support
4 DECISION MAKING AUTHORITY:

The post holder will have to use their judgement in advising budget holders on managing their budget which may impact on delivery of that departments objectives.

5 QUALIFICATIONS AND EXPERIENCE

Qualifications
  • Studying for a professional accounting qualification (ACCA, CIMA, CIPFA or equivalent).
  • Educated to ‘A’ level standard.

Experience
  • Relevant experience in preparation of management accounts in a multi site, decentralised organisation.
  • First hand experience of planning, budgeting and forecasting.

Knowledge and Skills
  • Will need to demonstrate that they can apply theoretical knowledge on relevant aspects of financial analysis into practice.
  • Report writing skills. Writing formal reports to Directors, Executive Group and Finance Committee.
  • Advanced IT skills (especially in Excel).

General Attributes
  • Able to manage change and risk.
  • Excellent communication skills and the ability to communicate financial issues with non-finance professionals and volunteers.
  • Problem solving ability.
  • Strong team player.
  • Excellent interpersonal skills.
  • Good planning and organisational skills.
  • Prioritise workload and meet strict deadlines.
Management Accounts Preparation  

- Process income received journals, ensuring these correctly reflect the income recorded in the Society's fundraising database, and account for any donor restriction or earmarking.
- Prepare month end accruals and prepayment journals.
- Produce monthly management accounts ensure accounts reconcile to nominal ledger.
- Produce Balance Sheet and cash flow statement as required.
- Working with the Business Analyst to update the format of the management accounts or other reports.
- Produce local management accounts for national Councils where applicable.
- Analyse variances and explore potential problems with line managers. Make appropriate recommendations and advise of the impact on the Society.
- Undertake forecast variance analysis at agreed intervals during the year in conjunction with budget holders.

Planning and Budgeting  

- Assist the Business Analyst with the planning and budgeting process.
- Provide training to budget holders so that they understand key financial concepts.
- Ensure all budget holders understand the financial information they are sent every month and to answer questions they may have.
- Assist budget holders with preparation of budget templates.
- Collate budget holder planning and budgeting information.
- Produce the budget book.
Job Description – Financial Analyst

Provide financial information service to management 10%

- Produce reports for the Head of Finance and Business Analyst.
- Produce reports for Finance Committee and Executive Group.
- Investigate possible cost saving areas.

Financial Support 30%

- Provide all budget holders with up to date information in relation to their budgets.
- Under the direction of the Business Analyst or Head of Finance, produce ad-hoc information on the Society’s finances to the Executive Group.
- Write and format accounting reports, in order to improve accuracy of information produced and overall departmental performance.
- Working with the Branch Accountants, advise branches on the best use of funds.
- Assist with financial training throughout the Society.
- Work with Supporter Services to ensure the income recorded in the Society’s fundraising database is reconciled to the accounting system.
- Work with the Research team to ensure research grant commitment schedules are reconciled to the accounting system.

Other Duties

- The post holder will be working in a developing environment and he/she will therefore be expected to undertake other appropriate duties as required for the effective operation of the MS Society.
- Responsibility for health and safety in the area under his/her control and ensure that he/she is familiar with the Society’s policy statement on health and safety at work.
- Respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment.
Health and Safety:
Responsibility for health and safety in the area under his/her control and ensure that he/she is familiar with the Society’s policy statement on health and safety at work.

Equality and Diversity:
Respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment

Job Holder's signature
Print Name:

Date:

Line Manager's Signature
Print Name:

Date: