



Management Accountant

Core purpose of job:

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.

Key areas of responsibility:

1. Build partnerships with all lead managers and their teams to support effective budget management
2. Assist with planning and reporting of the annual budgets
3. Project reporting
4. Assist with the preparation of accurate and timely management accounts including commentaries on variances
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

Position reports to: Head of Finance

Position is responsible for: No line management responsibility

Length of contract: Permanent

Band: E

Salary: £42,000pa (+ London Weighting if applicable)

Main Duties:

- Partner with budget holders to support their understanding of their budget and management accounts, and assist with any additional financial analysis required
- Assist with the budget planning process, preparing templates, providing analysis and guidance, and communicating with budget holders
- Assist in the preparation of the monthly management reports with a draft commentary and analyse variances for the assigned departments
- 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
- 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
- Assist the Head of Finance in the production of the annual statutory accounts, cashflow forecasting and any other ad hoc reconciliation or reporting requirements
- Assist with VAT reporting including the reconciliation and posting journals
- 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
- 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.

Key competencies required for the role

Essential:

- Accountancy qualification – qualified or part qualified, ACCA, CIMA, ACA
- Experience of delivering a similar role in a charitable organisation
- Highly experienced in Microsoft Excel with the ability to produce budgets and forecast, reports and manipulate large volume of data.
- 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.
- 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 values



Desirable:

- Experience of using MS Dynamics, Netsuite or cloud based accounting software
- Experience of report writing tools
- Knowledge of SORP (FRS 102)
- Experience in the fostering sector
- Care experienced or lived experience of foster care