
JOB DESCRIPTION

Job Title: Management Accountant

Responsible to: Head of Finance

Job Purpose

To prepare the monthly management accounts of the YMCA company and subsidiary. To assist in the preparation of the Group management accounts and the Group statutory accounts, including preparation of financial reports, variance analysis and departmental reporting.

To meet with budget holders to review their departmental performance, advising on remedial action and meeting their information needs.

To assist in the preparation of the Group budget and it's uploading onto the financial systems.

To be responsible for the maintenance of the Groups fixed asset records and calculate depreciation charges on a monthly basis.

To assist in the setting of the Group rent and service charge setting meeting operational and legal timetables.

Key Tasks and Responsibilities

Management Accounting – Preparation

1. To ensure at each month end that financial information from subsidiary ledgers have been correctly imported into the main financial system.
2. To review all balance sheet accounts and ensure reconciliations have been completed for all accounts and process any necessary journals to the financial system.
3. To carry out calculations of accruals, prepayments and other monthly accounting routines.

Management Accounting – Reporting

4. To prepare financial reports each month showing departmental, group and subsidiary financial performance.
5. To investigate variances on financial reports and meet with operational staff to review financial reports and recommend action on variances.
6. To assist the Head of Finance on the production of the Group Management Accounts and Committee/Board Reports.

Budgets

7. To work with the Head of Finance on preparation of the Group and Subsidiary budgets to timetable including co-ordination with operational departments and completion of budget work sheets.
8. To prepare budget workbooks for uploading onto financial systems and to complete the upload ensuring that budget reports match to the final group approved budget.
9. To work with the Head of Finance on the setting of Value For Money targets and to ensure that these are monitored and recorded.

Fixed Assets

10. To maintain the fixed asset records of the group on the Groups main financial system ensuring it is updated each month for additions and disposals.
11. To calculate depreciation and amortisation of grant for the monthly management accounts.
12. To prepare the lead schedule and reconciliations for the year end statutory accounts and external audit.

VAT

13. To extract reports from the financial systems for the VAT return, complete the return and submit to the Head of Finance for approval.
14. To ensure the VAT coding and processes operated by finance are correct and follow the Group VAT rules.

Rents & Service Charges

15. To assist on the preparation of the annual rent and service charge setting process, to ensure calculations of service charge budgets and rent charges are carried out in accordance with regulatory standards and management agreements.
16. To ensure that calculated rents and service charges are correctly loaded onto rent charging systems.
17. To prepare rent ledger reconciliations between the rent system and the nominal ledger, to investigate reconciling items and action appropriately.
18. To work with the Housing & Support staff to carry out housekeeping exercises on former arrears in line with policy, procedure, and best practice.

General Responsibilities

19. To set up new nominal ledger codes and cost centres after approval by the Head of Finance.
20. To assist the Head of Finance on project appraisal and other ad hoc work from time to time.

21. In the absence of the Group Director of Finance & Business Performance or Head of Finance, check BACS payment files to supporting documentation.
22. To update all procedures and documentation around tasks in the finance shared folder.
23. To play a leading role in the ongoing and future automation of financial processes taking advantage of technological advances to improve financial efficiency.
24. To maintain a register of finance system access rights and ensure control restrictions are appropriately set to support segregation of duties and access to restricted information.
25. To maintain a register of all banking, credit and other facilities including authorised mandates, credit card payment and receipt facilities, bank overdraft and other banking facilities.
26. To carry out any other tasks commensurate with the post as directed by your line manager.

General Obligations

1. To promote a caring, helpful and unbiased attitude towards all residents and other members of the general public and to maintain an impeccable standard of honesty and professionalism in all such dealings.
2. To adhere to the YMCA's Health & Safety, Equal Opportunities and other policies and to contribute as required.
3. To promote the activities of the YMCA in a positive and conducive way to all staff, residents, other organisations and the general public.
4. To develop good working relationships within the YMCA, across all departments and centres.
5. To support and work within the Christian aims and purposes of the YMCA.
6. To ensure full compliance across Children's Services and Adult Services with the associations safeguarding standards. Ensuring that all Nurseries and Housing Services operate within the procedures for the relevant Local Safeguarding Board and the associations own policies and procedures.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

PERSON SPECIFICATION – Management Accountant

	JOB CRITERIA	Essential	Desirable
	Skills		
	Word and Excel skills to a high standard.	✓	
	Ability to multi-task and work to a strict timetable.	✓	
	Accurate and methodical.	✓	
	Target and deadline focused.	✓	
	High attention to detail.	✓	
	Excellent written and verbal communication skills.	✓	
	Strong organisational and data management skills.	✓	
	Flexible, adaptable and assertive.	✓	
	Ability to work on your own initiative.	✓	
	Ability to build positive working relationships with external and internal customer.	✓	
	Knowledge		
	Knowledge of Management Accounts reporting and variance analysis.	✓	
	Knowledge of Budget preparation.	✓	
	Knowledge of Chart of accounts – structures and maintenance.	✓	
	Knowledge of Housing, charity and social enterprise accounting.		✓
	Knowledge of VAT systems and returns.		✓
	Experience		
	Minimum of 5 years as a management accountant managing a comparable sized team.	✓	
	Experience of using different finance systems.	✓	
	Working in a small team in a fast moving environment.	✓	
	Qualifications		
	Minimum AAT or part qualified in CIPFA/CIMA/ICAEW or equivalent.	✓	
	CIPFA/CIMA/ICAEW fully qualified.		✓
	Full UK/EU driving licence or demonstrate the ability to travel.		✓

YMCA