

Assistant Management Accountant Job Description



Reports to: **Head of Finance**

Direct line reports: **None**

The Role

The Assistant Management Accountant assists the Head of Finance with the effective operational control of the charity's finances. The postholder is responsible for the day to day control of the charity's financial processes and monitoring of project budgets, bringing areas of concern to the attention of the Head of Finance.

They also support the Head of Finance with monthly payroll and preparation of monthly and end of year accounts.

Key Tasks

<input type="checkbox"/>	To monitor day to day accounting transactions and ensure that regular bank and balance sheet reconciliations are undertaken
<input type="checkbox"/>	To manage project accounting within designated and general income and expenditure, in accordance with charity legislation
<input type="checkbox"/>	To develop and keep under review financial processes, ensuring these are used and understood, raising any concerns or suggestions for improvement with the Head of Finance as appropriate
<input type="checkbox"/>	To work with managers to facilitate efficient processes and systems
<input type="checkbox"/>	To oversee Gift Aid tax claims
<input type="checkbox"/>	To prepare monthly back up schedules for management accounts (e.g. payroll summaries) as necessary
<input type="checkbox"/>	To support the Head of Finance with monthly staff payroll processing as necessary
<input type="checkbox"/>	To ensure that financial controls are maintained and are in line with good current practice
<input type="checkbox"/>	To assist with the preparation of annual accounts that comply with the Company and Charity Accounts legislation and ensure all other statutory financial requirements are met
<input type="checkbox"/>	To maintain a fixed asset register
<input type="checkbox"/>	To assist the Head of Finance with the production of monthly management accounts
<input type="checkbox"/>	To facilitate forecasting updates as needed

<input type="radio"/>	To assist in the preparation of project costings and monitor expenditure against budget
<input type="radio"/>	To ensure that reports to funders are submitted on time
<input type="radio"/>	To monitor restricted income, ensuring unspent income is correctly carried forward
<input type="radio"/>	To compile reports and statistics for the Head of Finance, as needed
<input type="radio"/>	To deputise for the Head of Finance, as appropriate
<input type="radio"/>	To assist the Senior Finance Assistant with credit control when required

Additional Duties	
<input type="radio"/>	Undertake any other duties deemed commensurate with this post as directed by your line manager
<input type="radio"/>	Take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards and research.
<input type="radio"/>	To safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times
<input type="radio"/>	To demonstrate and uphold PACT's commitment to equality, diversity and inclusion

Person specification

Essential Attributes	
<input type="radio"/>	Commitment to and enthusiasm for the aims of the organisation
<input type="radio"/>	Strong communication (verbal and written) with the ability to present financial matters to non-financial managers
<input type="radio"/>	Excellent organisational skills with the ability to work to deadlines and demonstrate effective time management
<input type="radio"/>	A strong team player
<input type="radio"/>	Accurate and methodical approach to work and strong attention to detail
<input type="radio"/>	Management and use of computerised accounting systems (Access Dimensions or Sage is preferred)
<input type="radio"/>	Self motivated with an ability to prioritise and manage a varied workload
<input type="radio"/>	Knowledge of charity and company financial legislation
<input type="radio"/>	Commitment to promoting equal opportunities and diversity in the workplace
<input type="radio"/>	Good at working under pressure

O	To be proactive and forward thinking, able to respond flexibly to the demands of the post
O	Excellent IT Skills, particularly in the use of Excel and other MS Office applications
O	A recognised accountancy qualification (e.g. fully or part qualified ACCA/CIMA), or significant relevant experience
O	Experience of working in Finance, with a solid knowledge of double entry bookkeeping

Desirable Attributes	
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O	Membership of a recognised accounting body
O	Experience of working in the voluntary sector
O	A minimum of 2 years' experience in a similar role