

## Management Accountant

### **Job Role Profile**

- Preparation of monthly management accounts to strict deadlines
- Preparation of financial forecasts in collaboration with budget managers
- Balance sheet reconciliations
- Monitoring income and expenditure against budget and analysing variances
- Management of unrestricted and restricted income
- Oversight and control of grant funding including monitoring that targets are achieved and budgets are controlled
- Work closely with the fundraising team and assist with project costings
- Support budget managers to increase their understanding and working knowledge of departmental budgets
- Cash flow forecasting
- Approval of invoices and payments in line with the delegated authority
- Supporting and improving the procurement process by ensuring the best value, negotiating contracts and developing approved supplier lists
- Dealing with utility contracts
- Assist with the preparation of the year-end statutory accounts
- Assist with the preparation and management of Trevi's budget
- Line management, mentoring and development of the finance team. Delivering monthly supervisions, performance reviews and managing attendance
- Assist with ad hoc financial analysis for potential new projects and development opportunities
- Identify areas of improvement within the finance department and the wider organisation
- Experience developing and improving finance software
- Ensure internal financial policies are up to date and in line with accounting guidelines
- Production and presentation of high-quality, concise reports on complex financial issues for non-financial audience
- Deputise for the Head of Finance

### **What can you expect from us?**

We will treat you with respect and compassion. We will listen to you. we do what we can to respond to your concerns.

We care about you. We want to support you to develop personally and professionally.

We want you to enjoy your work. We try to create a work environment that is fun and supportive.

We care about your work-life balance and will try to help you manage it.

## **Trevi Values**

**Aspiration** We want the very best for the women and children we support. We want to see them achieve the best possible future. A fulfilling future.

**Integrity** We hold ourselves to high standards in our practice. Staff, students and volunteers will conduct themselves with professionalism at all times and promote by our behaviours the values of Trevi House.

**Tenacity** We will never stop fighting for the rights of women and children. We will work tirelessly to ensure that women and children get the best possible opportunity to have a better life.

**Compassion** We offer compassionate care that is person-centred. We do not judge women.

**Courage** We will stand up against injustice. We will have the courage to make difficult decisions. We will put children at the heart of our decisions.

**Collaboration** We will work alongside women and their children. We will work in partnership with stakeholders and the community. We value co-production and will try to ensure that the people who use our services are involved in their design.

## **Behaviours we expect from you**

You are a representative of Trevi. We require you to present yourself professionally both during and out of work. This includes your activity online / on social media.

We ask you to conduct yourself according to the values and ethos of our organisation, both during and out of work. This includes your activity online / on social media.

The welfare of children is paramount. You must contribute to the effective safeguarding of children at Trevi.

You must treat the users of our services with compassion, dignity and respect at all times.

We ask that you model professional boundaries with your colleagues, other professionals and the users of our services.

You are expected to be a proactive contributor within the workplace. This includes attending training and participating in reflective learning opportunities.

You must ensure that any discussions held outside the workplace about Trevi are appropriate and do not breach confidentiality or data protection.

**Person Specification**

**Essential Knowledge & Qualifications**

- Demonstrating a minimum of two years of accounting experience
- Minimum AAT level 4 Qualification, or part-qualified ACA, ACCA or CIMA with experience
- Proficient user of accounting software packages
- Strong IT skills, proficient Microsoft Office user and an advanced Excel user with experience in pivots & lookups
- Strong communication skills: written verbal and an attentive listener
- Understanding of equality and diversity issues and how this affects beneficiaries, visitors, and staff

**Desirable Knowledge & Qualifications**

- Previous experience with Sage accounting software
- Evidence of continuing with professional development
- Ability to problem solve, resolve conflict and promote effective communication
- Understanding of Information Governance and Confidentiality

**Essential Experience**

- Experience supporting year-end closure and final accounts preparation
- Experience working in a charity and managing restricted & unrestricted funds.
- Experience in meeting deadlines and managing conflicting priorities
- Experience managing and developing staff
- Supporting with preparing for internal and statutory audits
- Ability to prioritise in a fast-paced environment, dealing with a variety of challenges
- Reporting to an experienced board of directors and management team

**Desired Experience**

- Experience working within a women-only environment
- Working to ensure budgets and financial processes are followed
- Providing recommendations to enhance procedures in Purchase Ledger, Sales Ledgers and transactional tasks
- Enhancing accounting systems and processes
- Previous experience in supporting the procurement processes including accounts payable, budgets, compiling supplier lists, supplier relationships, and negotiating contracts

### Essential Qualities and Skills

- Excellent time management skills and ability to prioritise competing demands
- Ability to work well under pressure
- Excellent numeracy skills and attention to detail
- Adapts to change, with a can-do attitude
- Ability to work on own initiative
- Ability to communicate in such a way that staff are inspired, motivated and feel valued and respected
- Flexible approach to working hours and ability to support the needs of the business
- The ability to work with local authorities and partner agencies

### Desirable Qualities and Skills

- Excellent written and verbal communication skills, confident using Office 365
- Ability to work collaboratively with internal and external stakeholders
- Strong strategic planning abilities and research skills
- Efficient, assertive, and organised
- Passionate about women's rights