

Job description: Management & Systems Accountant

Duration: Permanent

Salary: O2

Location: Flexible

Reporting to: Assistant Director of Finance

Department: Charity Services

Key working relationships: Staff of UK Youth, in particular managers/budget-holders

Purpose of the job

The person in this role will support UK Youth's budgeting and management accounting, helping to drive the development and improvement of systems which ensure timely high-quality monthly reports; and to provide departments with valuable information, insight and advice.

Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing; the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

Key responsibilities

Support month-end processes

- Input monthly journals
- Reconcile recharges schedule
- Assist with reconciliations or other analyses as required

Prepare monthly reports and management accounts

- Create and update individual monthly departmental reports with data from our accounting system, analysing the data to ensure that there are no errors
- Share monthly reports with budget-holders, checking and resolving any queries, and ensuring that reports reconcile to budget-trackers
- Participate in monthly review meetings with budget-holders
- Prepare the monthly health-pack (management accounts) for review by the Assistant Director of Finance
- Ensure that up-to-date "forecast" spreadsheets for each department are maintained
- Work with the Finance and Compliance Manager in respect of management reports for Outdoor Learning and Charity Services

Provide support for annual budgeting process

- Support the Assistant Director of Finance with the annual budgeting process for UK Youth
- Prepare budget templates for departments and projects which enable managers to develop and manage their budget

Lead on systems development and support

- Understand the financial accounting system and maintain the system parameters
- Lead on initiatives to improve the efficiency of UK Youth's financial systems and processes in order to reduce the time spent on transactional activities and to speed up the production of monthly financial information, identifying and researching opportunities for improvements
- Plan and project manage changes to systems to ensure effective implementation with support from ICT and digital-focused colleagues

Provide business insight and advice to budget-holders

- Provide ad hoc management information as required, developing systems in order to enable regular and accurate provision of necessary information
- Assist in analysing areas of income and expenditure and/or variances from budget in order to identify areas for improvement and greater efficiency
- Advise budget-holders regarding their financial activities

Provide internal support and training regarding financial systems

- Support and advise other UK Youth staff regarding the financial systems
- Train budget-holders and other non-Finance team members in the use of the financial accounting system and in their adherence to relevant financial procedures

Other

- Provide support to the Assistant Director of Finance as required
- Provide advice and support to other staff as appropriate

General

- Contribute proactively to the Finance team meetings and strategic plans, in order to maintain and develop the charity's finances
- Manage and operate within the agreed business plan and budget to ensure that the Finance team targets are met
- Participate proactively in general staff meetings, weekly team meetings and other meetings as required
- Attend one to one meetings and annual appraisals with the Assistant Director of Finance
- Build and maintain effective relationships and contribute to the sharing of knowledge and experience and the development of UK Youth and its profile.
- Develop and maintain a good knowledge of UK Youth's charitable activities (programmes, projects, publications, training etc.).
- Take reasonable care for own health and safety and for that of others who might be affected by his/her work. This will include carrying out risk assessments as appropriate and promptly bringing any concerns to the attention of the line manager and/or HR.

Person Specification: Management & Systems Accountant

Experience

- Qualified or part-qualified accountant
- Experience of working successfully in a similar role, with experience of budgeting and management accounting
- Experience of providing analysis, insight and advice to budget-holders
- Experience of improving or streamlining financial systems and processes
- Experience of training and supporting staff in the use of financial systems

Knowledge, skills and understanding

- Excellent numeracy skills with high level of attention to detail
- Excellent IT skills, including Microsoft Office (especially Excel) and computerised accounting systems
- Excellent written and verbal communication and presentation skills
- Strong analytical and problem-solving skills
- Discretion and judgement, and experience of dealing with sensitive information
- Excellent knowledge of financial processes including budgeting procedures
- Ability to identify and implement improvements in systems and processes
- Ability to take account of the need to work within budget, and to identify opportunities to make savings and increase income
- A general understanding of Safeguarding and Health and Safety policies and practices in the workplace

Personal qualities

- A pro-active, self-motivated and enthusiastic approach
- Commitment to achieving results and to continuous improvement
- Ability to work with minimum supervision, to manage workload and meet deadlines
- Flexible approach to work including willingness to occasionally work irregular hours and to travel as required
- Willingness to take on tasks outside the usual remit
- Excellent inter-personal skills, with the ability to maintain relationships and communicate effectively with budget holders and other colleagues

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.