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| **JOB DESCRIPTION** |
| **Job title & Department:**  |
| **Management & Project Accountant** |
| **Location:** |
| Edinburgh (hybrid which some office work expected) |
| **Reporting Line & Key Interfaces:**  |
| Reports to:Finance Manager Key Interfaces:GALVmed staff (including project and administrative staff, CEO and Directors), finance team, external partners (e.g. bank, suppliers, auditors), funders |
| Key Activities (what are the job specific activities) |
| **Project Finances*** Responsible for delivering the budgeting and forecast process, including preparing the organisation’s core budget.
* Projects – project budgeting including providing financial project support through the preparation of project reports & analysis, regularly liaising with project staff and attending project meetings.
* Funders – donor reporting, satisfying complex funder reporting requirements including programme reconciliations.
* Data – data manipulation and analysis.

**Month End Reporting*** Responsible for overseeing production of monthly management accounts and drafting of narrative for Finance Report and any other ad hoc reports.
* Liaising with international offices (Kenya and India) on internal reporting.
* Preparing monthly key account reconciliations & assist with day-to-day processing.

**Audit*** Involvement in the year-end process, including preparation of statutory accounts, supporting audit information and liaising with external auditors.

**Other*** Responsible for preparation of international payroll.
* Support implementation and improvement of processes and controls.
* Support the Finance Manager with ad hoc duties when required.
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| **Accountabilities** (what are the key accountabilities/responsibilities to act of the job holder) |
| * Accountable to the Director, Finance and Corporate Services
* Responsible for all budgeting and project reporting
* Responsible for month end processing including reconciliations and preparation of monthly reports
* Responsible for the preparation of funder reports and analysis (overseen by the Finance Manager)
* Responsible for the preparation of the year end statutory accounts and the audit file (overseen by the Finance Manager)
* Responsible for the preparation of international payroll (overseen by the Finance Manager and external payroll advisors)
* Establish relationships with professional advisors, bankers and auditors as necessary
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| **Qualifications / experience required** (in order to successfully carry out the job role) |
| Essentia**l*** CCAB qualified with experience of working in a small finance team, or qualification by experience.
* Financial accounting packages & IT applications (especially excel) literate to a detailed level
* Production and presentation of management information (accounts, cash flow forecasting and budgets)

Desirable* Foreign currency experience
* Experience of preparing SORP-compliant charity accounts
* Detailed working knowledge of Sun systems version 6.3 (or later version), Vision Excel or other complex finance & reporting systems.
* Delivery of institutional funders requirements

Behavioural Competencies* Excellent communication skills - inter-personal and presentation
* Highly organised with a strong focus on planning
* Attention to detail, with a methodical and logical problem-solving approach
* Ability to work flexibly, under time constraints and unsupervised
* Patience and understanding of rapidly changing work requirements
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