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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. |
| **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 |
| **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 |