# 

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title:** | **Management Accountant** |
| **Hours:** | **32** |
| **Salary:** | **Point 43 £41,731** |
| **Term:** | **Permanent** |
| **Responsible to:** | **Head of Finance & Payroll Services** |
| **Location:** | **GCVS Offices/ Home working** |

**Main purpose of this post**

The postholder is responsible for the day-to-day management of GCVS corporate finance function including line management of staff, the provision and development of management accounts and reporting and analysis of financial data by collecting, monitoring and creating financial forecasting models to support organisational decision making. The role will support the Head of Finance and Payroll Services review systems and processes, set department plans and identify areas for improvement.

**Key Duties**

* Provision of robust and accurate financial information across the organisation to support decision making.
* Supervise day to day financial accounting processing for GCVS core
* Support the continuous improvement of systems, processes and procedures

**Specific Duties are likely to include:**

* Prepare management accounts, responsible for journals, prepayments and accruals
* Improve and develop month end reporting, developing analysis and producing management accounts for individual entities/projects and consolidated reports utilising software as appropriate.
* Develop strong and constructive working relationships with budget holders and Senior Managers across the organisation.
* Develop bottom-up setting of annual budgets and 3–5-year budget forecasts
* Develop and maintain cashflow forecasting and undertake scenario planning as required
* Responsible for preparation and submission of VAT returns
* Line management & development of senior finance administrator
* Ensure processes and procedures are robust, fit for purpose and efficient
* Liaise with CEO and Department heads with regards to new Budget applications and assist with costings of new services in the application
* Ensure quality of the work of the team
* Ensure a culture of enthusiasm, flexibility and co-operation is developed within the team
* To identify opportunities for the provision of new services and approaches to meet the needs of the organisation, our people and our customers
* Support colleagues with costings and budget control of their department
* Contribute to the knowledge and information of the organisation, in particular with regards to the voluntary sector and issues of relevance.
* Build connections and maintaining relationships with appropriate external stakeholders
* Support the preparation of the statutory annual accounts and liaise with auditors as appropriate
* Ensure that GCVS policies and procedures are embedded and consistently followed within the department.
* Understand and adhere to financial regulations and legislation.

**Additional Information:**

* It is the nature of work at GCVS that task and responsibilities in many circumstances are unpredictable and varied.
* All employees are therefore expected to work in a flexible way when the occasion arises so those tasks, which are not specifically covered in their job description, are undertaken.
* These additional duties will normally be compatible with the regular type of work required by the post.
* If the additional responsibility or tasks become a regular or frequent part of the employee’s job, it will be included in the job description in consultation with the employee.
* All GCVS employees are expected to practice and promote equitable, accessible and non-discriminatory approach to work at all times.

**Health and Safety**

Everyone in this organisation has a responsibility to ensure his or her own safety and that of others. Employees must report immediately to their Line Manager any breaches of Health & Safety procedures, any accidents or safety related incidents and any unsafe acts.

**PERSON SPECIFICATION**

**POST TITLE: Management Accountant**

**Essential skills for this post**

* Qualified or part qualified Management Accountant
* Excellent communication and listening skills.
* Experience and knowledge of using computerised finance software
* Proficient in Microsoft Office packages.
* Ability to demonstrate problem-solving skills.
* Ability to demonstrate good working practices
* Ability to prepare and present information and reports (both verbal and written) to various audiences in a clear and concise manner
* Good verbal and written communication skills, able to build good working relationships
* Excellent attention to detail.
* Able to work as part of a team.
* Able to undertake an unsupervised workload.
* To prioritise workload to strict deadlines and support team members do the same.
* Develop best practice to enhance operational performance and productivity.
* A commitment to Equal opportunities and cultural diversity

**Desirable**

* Experience of developing, leading, and motivating a small team
* Experience of working within the voluntary sector.
* Knowledge and/or experience of using reporting software such as Power BI
* Advanced Excel user.

|  |
| --- |
| **How to apply!**  To apply for this post, please email your CV with a covering letter to [recruitment@gcvs.org.uk](mailto:recruitment@gcvs.org.uk) by the closing date**: Tuesday 15th July 2025.**  **Note that we require a Covering letter as part of your application.**  **Covering letter:** u*se the person specification and job description provided and tell us about your skills and experience, qualities, and achievements, which you consider, make you the best candidate for the post. Please give relevant examples to illustrate how you meet the criteria. Please try covering all the criteria from the Person Specification when possible as this is very important for the short-listing process.*  **GCVS strives to be an equal opportunities employer and is a Disability Confident Employer.**  GUARANTEED INTERVIEW SCHEME FOR DISABLED PEOPLE  GCVS is committed to enhancing the employment opportunities of disabled people and to removing barriers to employment when possible. All disabled candidates will be interviewed if they meet the essential criteria for appointment to this post. Please indicate any disability or condition of which you would wish us to be aware. |

**Employment Conditions**

The following terms and conditions are typically offered to GCVS staff on fixed term and permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

* Reduced Working week – 32 hours full time.
* Annual leave entitlement: 28 days per annum. 13.5 fixed public holidays. Pro rata for Part time employees.
* Paid sickness absence entitlement during first year of service is 4 weeks at full pay and 4 weeks at half pay, based on contractual hours and calculated on a rolling basis. This entitlement increases with service.
* References will be sought from previous employers prior to appointment.

**Probationary period:** 3 months with a review at 3 months. During the first 3 months the contract may be terminated with 1 weeks’ notice, thereafter it will be 4 weeks.

**Pension:** Contributory pension through Pension Trust

GCVS contributes 8% salary on condition the member of staff contributes at least 4%. This can be joined on completion of three months employment. **Life Assurance when joining the pension**: 3 times your salary payable on death in service.

**Flexi time**; GCVS operates a flexi-time system. Any additional hours or evening work required will be recompensed via flexi-time. GCVS is committed to Work-Life Balance.