

Role Profile

Job Title:	Management Accountant
Salary/Banding:	3
Role Holder:	
Department:	Finance
Location:	Dual based
Reporting to:	Financial Controller

Role Summary:

The main purpose of the role is to prepare monthly accounts up to trial balance stage ensuring all control accounts are reconciled and transactions are accurately reported. The role holder will be responsible for the daily monitoring, reconciling, and correcting of data transfers between different systems across the organisations into the Finance system. To support budget holders to ensure they have up to date financial information and any variance to budget or forecast is known in a timely manner with planned corrective action known.

This role will be split between two Management Accounts ensuring cover is in place for any absences. There will be a clear career development path for one of the role holders to progress to Financial Controller when the current role holder retires in the near future.

Main Areas of Responsibility:

1. Analysis and reporting

Typical Activities:

- Preparing monthly analysis comparing actual to current forecast and prior year working with budget holders on any variance analysis
- On a monthly basis after month end, analyse cost centres ensuring costs/revenue have been coded correctly and if required post any corrections
- Prepare and issue budget input templates on a quarterly basis to all budget holders in a timely manner
- As required, setting up monthly meetings with budget holders to help with queries, coding, income etc
- Preparing monthly trend analysis of all commercial income generating areas comparing to budget and prior years
- Where required, covering delegated duties/tasks from the team during holidays & periods of absence
- As required, training new starters/budget holders on financial processes, systems, coding structure, pre-payments etc.

2. Monthly Accounts Preparation

Typical Activities:

- Overseeing/checking the accuracy and processing of all financial transactions: debtor and creditor transactions, VAT rates, staff and volunteer expenses, project costs etc.
- Review Membership, prepare and post pre-payment journals and review with Director of Customer Services
- Preparing quarterly VAT returns (paperwork and payment); checking the VAT summary report is correct, investigating and rectifying anomalies where appropriate
- Managing the bank and control accounts ensuring all mandates are up to date and maintained

- Check and analyse the fixed asset register and process fixed asset journals on a monthly basis
- Reconciling the project ledger to the general ledger
- Preparing pre-payments and Accruals for review
- Prepare monthly accounts up to Trial Balance level including all control account reconciliations are completed and accurate for sign off by the Financial Controller
- To provide cover of Purchase Ledger/Sales Ledger during holidays/period of absence
- Work with the Financial Controller to submit quarterly grant submissions and variance analysis as well as tracking grant monies to planned payment schedules
- Preparation of monthly payroll and all submissions associated with that

3. Budget, Forecast and Analytics

Typical Activities:

- Discussing any material variance with budget holders monthly and if required investigating and rectifying anomalies where appropriate
- Ensuring all templates are received back completed before the deadline ready for review
- Consolidate and input the reviewed budget templates into Finance System following the Executive Director – Finance & Commercial /Financial Controller's reviews
- Analysing a range of commercial activities; reporting, recommending and supporting budget holders with cost reductions, process improvements, relationship management/development etc.
- Ensuring partnership funding arrangements are recorded, paid or reclaimed and regularly reviewed with the relevant budget holder
- Train new budget holders on budget management on the finance system, educating budget holders on coding, allocation of budgets, pre-payment etc.
- Monthly monitoring and reporting to the Financial Controller/Executive Director – Finance & Commercial of noncompliance of budget holders in relation to the PO process and expenses/credit cards
- Providing reports and information to the CEO/Executive as required.

4. Responsible for the daily monitoring, reconciling and correcting of data transfers between ecommerce and Finance Systems

Typical Activities:

- Monitoring of the interface between the finance system and ecommerce platforms, making sure failed items are rectified and resubmitted, no transactions are missed or rejected
- Work with Head of Department and IT to reduce the number of failed items fixing the source problem

5. Keeping our sport, our members and our colleagues safe

All employees of British Gymnastics have responsibility to keep our sport, our members and our staff safe.

This includes upholding our safeguarding, data protection, health & safety, equality & diversity and risk management policies, promoting our rules and standards of conduct for members and reporting any suspected risks, breaches, misconduct or poor practice to their line manager, the Integrity Unit (concerns about members and clubs) or the HR team (concerns about British Gymnastics staff).

We operate as a matrix organisation: from time to time you may be called upon to work on key organisation developments as part of projects, programmes or cross working groups. Depending on the extent of this work these may be managed formally through the setting of objectives by your line manager.

Role Requirements:

1. Knowledge, Skills and Expertise

This role requires the holder to have/demonstrate:

- Good knowledge, understanding and prior experience of accounts processes
- Good numeracy and analytical skills
- A good understanding of MS Excel (Pivots, VLOOKUP's and If Statements) and Windows based accounting software
- Confidence and inter-personal skills to communicate effectively with budget holders, colleagues, suppliers and customers.
- Good accuracy and attention to detail
- Confidentiality and discretion when dealing with sensitive data
- Formal AAT qualification
- Experience of running a payroll

To be successful the role holder will require knowledge/understanding of business aims/activities/priorities, budget cycle and requirements and commercial objectives and sales patterns.

2. People

To be effective the role holder will be required to share/transfer knowledge, present information and work collaboratively with colleagues and budget holders.

Working with colleagues, to provide advice/guidance and training on financial processes, providing constructive feedback on coding errors, month end, payment and interface issues.

3. Shaping Direction

This role requires the holder to plan their own workload, on an annual basis in line with budget/financial calendar and on a monthly basis to pre-determined deadlines e.g. forecast meetings, yearend, audit,, to ensure that all data and reports are up to date prior to any deadlines. Checking financial coding across the organisation to maintain accuracy of budgets and compliance.

In addition, the role holder will be required to monitor and report on, department activities and projects as required. Monitoring the interface and monthly accounts, tracking, and reporting on failures, coding errors etc.

4. Developing Solutions

The role holder will need to use their initiative when:

- Investigating anomalies, budget holder queries, interface issues etc. and chasing for paperwork prior to month-end
- Analysing financials and supporting budget holders to understand processes and interpret reports
- Contributing to project groups and continual process improvements etc.
- Recommend solutions and changes to current practices, procedures, and training of new starters/budget holders to improve customer experience

5. Decision Making

This role requires the holder to make decisions in relation to their own work programme and make recommendations to their line manager and budget holders in relation to their areas of work and responsibility to improve efficiency, manage costs etc.

6. Communicating

This role requires the holder to communicate and build effective relationships with a range of budget holders and heads of department many of which will be senior to the role holder, for dealing with financial transactions, contributing to projects, developing systems and processes, training system users etc.

Adapting communications to the audience, making sure any complex financial information is communicated in a clear and concise manner for the customer to understand when presenting feedback, improvements, reports to internal customers across the organisation.

In the main communication is by teams, email, and face to face, with attendance at meetings as required.