#### togetherrgb.jpg

#### Senior Management Accountant

**Job Description**

# Accountable to Head of Management Accounting

# Liaise with Director of Resources

# Directors of Operations

# Operational Development Managers

# Project Managers and project staff

#  Management accounting team

# Financial Accounting Team

Funder and partner finance departments

# Objective

To act as the focal point for financial advice and support for staff in the services under your remit. To run the month end reporting cycle from beginning to end to produce monthly management reports. To produce accurate and timely financial information for internal use for funding partners and for statutory purposes. To produce accurate budgets to support proposals for new work when required.

##### Financial Management and Control

* Control and ownership of the management accounting month end process – to include journal preparation and processing, review of central costs e.g. Utilities / IT / Expenses etc raising accruals and collating information from the management accountants to aid the preparation of the month end reports across the organisation.
* Delivery of the month end & quarterly reports to operational staff to the required standard and required timelines
* Working closely with the Head of Management Accounting to generate monthly management reports for the Director of Resources for use at Board meetings.
* Working with operational staff and the management accountants and Head of Management Accounting to ensure annual budgets are prepared to the agreed timetable and agreed formats
* Prepare other management reports i.e. grant, income and debtors, forecasts etc.
* Submit quarterly & annual returns to Housing associations and ONS.

* Financial Management of two key areas , Norfolk Community Support project and the Criminal Justice Department
* Represent Together at partnership meetings with funders/partners and other voluntary organisations where Income & Expenditure, budgets or other financial information are being discussed for the above areas
* Support the Head of Management Accounting in the preparation of budgets for tenders for existing/or for new work when required
* Ensure all queries from the projects/departments are dealt with appropriately
* Ensure any necessary information for statutory accounts and audit are provided accurately and to deadline
	+ - * Work with operational/departmental staff to monitor financial performance against budget and where needed produce action plans to counter variances
			* Ensure all financial returns to funders are completed accurately, and on time
			* Ensure financial controls are adhered to both at operational, departmental and project level
			* Review the management accounting process to recommend improvements and implement any agreed changes

###### Miscellaneous

* Attend department, operational and directorate meetings.
* Identify areas of inadequate practice, recommend improvements and implement same.
* All such other tasks as are commensurate with a post at this level at the direction of the Line Manager.
* To act at all times within the Rules, Policies, Procedures, Standing Orders and Regulations upheld by Together.
* Together's vision is of communities that value mental wellbeing and respect and support each person's individual journey towards fulfillment and happiness. The post holder will contribute to Together in its mission of working for wellbeing: that is, supporting individuals and communities to achieve mental wellbeing and realise their potential.

**Requirements**

* Qualified Accountant or qualified through experience
* Proficient user of SUN Accounting Systems
* Knowledge and understanding of Q&A reporting
* Proven Team player

#### Confidentiality

* Information relating to users must be treated in the strictest confidence and discussed only within the project with the appropriate members of staff or with named assessor/care co-ordinator.
* Information relating to staff must be treated in the strictest confidence and discussed only with other senior staff or line manager.

This list is not exhaustive and amendments and additions may be required in line with future policy changes.

#### Equal Opportunities Statement

We acknowledge the unique contribution that all Together employees and service users can bring to the work of the projects and the organisation in terms of their culture, race, gender, sexual orientation, gender reassignment, marital status, nationality, age, religion or belief and any physical disability or history of mental health or additional problems.

All appointments and promotions are based on merit and no job applicant or employee will be treated unfairly or discriminated against. All staff have equal access to staff development.

Full details may be found in the Human Resources Policy and Procedure Manual. Any member of staff who breaches this policy may be subject of grievance and/or disciplinary procedures.