

JOB DESCRIPTION & PERSON SPECIFICATION

ROLE DETAILS

POST TITLE:	Management Accountant
RESPONSIBLE TO:	Chief Financial Officer
RESPONSIBLE FOR:	Daily, Weekly, Monthly & Annual Finance Reporting
HOURS:	37.5 hours per week
TERM OF POST:	Permanent
SALARY:	Competitive

ABOUT CAUDWELL CHILDREN

Established in 2000, Caudwell Children is a national charity which works to transform the lives of disabled children and their families, enabling them to challenge the barriers they face throughout childhood by providing practical and emotional support.

The Charity is going through an exciting period of growth having recently opened a new state-of-the-art facility for multi-disciplinary therapy programmes for childhood disability and research of neurodevelopmental conditions, including autism, within the grounds of Keele University.

It provides a state-of-the-art base for the Charity's therapies and an environment where ground-breaking research can be undertaken, potentially changing the way some disabilities are treated, affecting millions of people around the world. This is a fantastic and exciting opportunity to join a dynamic and fast moving Charity at a time when it will attract national and international attention.

The services of Caudwell Children enrich the lives of our children and families through the delivery of high quality person centred care and support services that promote independence and achieve valued outcomes. We seek to create a safe, homely and supportive environment that enhances the lives of children with autism and associated conditions.

POST OUTLINE

This is a permanent post reporting into the Chief Financial Officer and will be responsible for the accurate management and reporting of the Charities finances. This is a key post linking in with all departments across the charity requiring you to be on-site 5 days a week Monday to Friday.

You will work very closely with other members of the Finance and Senior Leadership Team. The charity has ambitious expansion plans over the new 12 to 18 months and you will be instrumental in helping to develop and deliver the finance systems and processes to able the charity to succeed and grow.

The successful candidate will have a proven track record within a Finance role with the ability and experience to function at a tactical, operational and strategic level. Both high level finance

and relationship skills are absolutely critical to this role, partnering with senior managers, line managers and other stakeholders to develop credibility and provide relevant, timely and accurate finance information. You will be part of a Finance team that prides itself on its customer services methodology.

DUTIES & RESPONSIBILITIES

Main Duties:

- To assist in the collation, interpretation, presentation issue of accurate weekly and monthly Management accounts & reports according to time schedules agreed.
- To prepare designated month-end and year-end journal adjustments to agreed deadlines, including accruals and prepayments.
- To complete assigned balance sheet and restricted funds reconciliations to ensure integrity and accuracy of financial reporting and security of grant funded donations.
- Reconcile and Prepare ongoing Profit & Loss accounts for each major fundraising event.
- Carry out ongoing allocation of restricted grants.
- Cover for other members of Finance team in team in times of holidays and sickness.

Finance Partner

- Carry out ad-hoc, weekly & monthly finance reviews with budget holders and assist budget holders in managing their budgets and provide them with the necessary support to ensure expenditure is monitored on a regular basis throughout the year and that appropriate action is taken on a timely basis.
- Support budget holders in preparation of annual budgets and forecasts.
- To identify key trends in income and expenditure by department / activity program and significant variances from budget. To investigate unusual or unexpected departmental and activity results or variances and to bring these to the attention of the CFO.
- Work with Fundraising and Grants departments on tender applications and ongoing project monitoring.

Year End Audit

- Assist the CFO in the preparation of schedules for yearend statutory accounts for audit purposes.
- Liaison with auditors during annual accounting audit.

Controls and Procedures

- To ensure that controls, procedures, conventions of use and timescales for tasks are current and are properly documented.
- To act at all times in accordance with the Company's published policies and procedures.
- To ensure that the requirements of the Data Protection Legislation are complied with in carrying out the duties of the post.
- To contribute to the Company achieving Best Value through raising standards of performance and improving efficiency.

Finance Systems

- To assist the CFO & Finance team in the development and implementation of a new Finance System during 2023 for go live in Jan 2024

Any Other Duties

- To assist the CFO & CEO with ad-hoc projects and analysis exercises.
- To undertake stand-in roles for other colleagues from time to time, as agreed with your Line Manager.

Other duties:

- At all times to afford service users, colleagues and stakeholders the dignity and respect to which they are entitled with full regard to the organisations Equality and Diversity Policy.
- Confidentiality and data protection regarding all personal information and Caudwell Children activities must be maintained at all times (both in and out of working hours) in accordance with relevant legislation.
- Contribute and co-operate fully with any regulatory or organisational inspections/audits.
- Be responsible for your own health and safety and that of anyone else whom your acts and omissions may affect and maintain a professional and hygienic personal appearance at all times.
- Ensure maintenance and security of physical, financial and information resources, where applicable.
- Effectively maximise all resources available in the course of your duties, minimising waste and working within budgets.
- Ensure that all resources and utilities are used prudently and that any waste is minimised. Manage, monitor and maintain budgets agreed by management.
- Be an effective member of the Charity's Executive Leadership Team, demonstrating the Charity's mission, vision and values at all times.
- Have a real influence on Charity culture, practices and growth, leading, developing and driving the business while ensuring the very best quality.
- Respond proactively and speedily to situations where a troubleshooting approach may be required.
- Demonstrate commitment to ongoing personal and professional development.
- Keep up to date and integrate any relevant new initiatives, regulations and legislation as appropriate to your role.
- Creation of comprehensive and robust information monitoring that is shared at all levels of the Charity and allows clarity and understanding of performance. Understanding what information is important to all other functions, including the CEO, and leading on how this is best delivered. Understanding how performance might affect delivery in other parts of the Charity and working closely to provide it.
- Ensure compliance with statutory and non-statutory bodies, including CQC, ISO 9001 and the Health & Safety Executive.
- Adhere to all Caudwell Children policies and procedures.
- On occasion and when necessary, work flexible hours to meet the needs of the business.
- At all times to afford service users, colleagues and stakeholders the dignity and respect to which they are entitled with full regard to the organisations Equality and Diversity Policy.

- Confidentiality and data protection regarding all personal information and Caudwell Children activities must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the General Data Protection Regulations 2018.
- Contribute and co-operate fully with any regulatory or organisational inspections/audits.
- Have an awareness of relevant health and safety regulations and legislation.
- Be responsible for your own health and safety and that of anyone else whom your acts and omissions may affect and maintain a professional and hygienic personal appearance at all times.
- Effectively maximise all resources available in the course of your duties, minimising waste and working within budgets.
- Demonstrate commitment to ongoing personal and professional development, maintaining professional portfolios and training profiles.
- Keep up to date and integrate any relevant new initiatives, regulations and legislation as appropriate to your role.
- To work effectively and collaboratively as a member of the team, building and maintaining good working relationships with all colleagues, stakeholders and professionals from external agencies.
- Creation of comprehensive and robust information monitoring that is shared at all levels of the Charity and allows clarity and understanding of performance.
- On occasion and when necessary, work flexible hours to meet the needs of the business.

PERSON SPECIFICATION

Essential Criteria:

- Qualified member of the Chartered Institute of Management Accountants (CIMA)
- Educated to degree level or equivalent.
- Evidence of continuing professional development.
- Experience of working in a demanding finance role.
- Experience of successfully managing or being involved in change and transformation.
- A sound understanding of relevant IT applications.
- Able to think strategically with some experience of programme and project management methods and approaches.
- Able to understand and interpret complex information and communicate that information effectively.
- Ability to present at senior / board level.
- Have an adaptable style with ability to build relationships, engage and motivate individuals and teams from a variety of different backgrounds and sectors.
- Excellent team-working and communication skills.
- Excellent time management and organisational skills.
- Ability to work under pressure.
- Information technology skills, Excel, Word, Outlook etc.
- A positive can-do attitude.
- Ability to demonstrate a flexible approach to work.
- Able to meet the physical requirements of the role after reasonable adjustments have been made for illness or disability.
- Undertake personal and professional development in order to meet the changing demands of the role.
- A willingness to travel to meet the needs of the role.

Desirable Criteria:

- Experience of third sector accounting.
- Experience of working in the Charity/Third Sector.
- Experience of working in ISO regulated organisations.
- Experience of working in CQC regulated organisations.

DISCLOSURE & BARRING SERVICE CHECKS

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line with the Rehabilitation of Offenders Act (1974). This role is eligible for a standard DBS check.