

Management Accountant

Reports to: Head of Finance
Direct reports: None
Based: CQI office, near Chancery Lane London. Our team is currently working from home until Covid-19 restrictions are lifted.

Contract: This is a maternity leave cover contract which means the length of the contract will be directly dependent on the current postholder's maternity leave plans. It is likely that the maternity leave cover will be required for 9-12 months. It is a full-time 35 hrs/ week position (Mon – Thurs 9am to 5pm, Fri 9am to 4pm) with some flexibility around these core hours.

The Management Accountant will, under the direction of the Head of Finance, provide support in all aspects of the financial reporting and planning cycle of the CQI. This will include preparing journals and balance sheet reconciliations for monthly management accounts reporting, maintaining the Fixed Asset Register, assisting with the preparation of budgets and quarterly forecasts, and involvement with year-end statutory reporting and the audit. The Management Accountant will also assist non-finance managers with advice and support, contributing to the development of financial understanding outside of the Finance Team. As part of the Finance Team, the Management Accountant will deliver an excellent and professional financial service, displaying the highest integrity.

Responsibilities:

Management Accounting

- To prepare and post weekly and monthly journals.
- To coordinate month-end close process, ensuring other members of the Finance Team meet their deadlines.
- To review management accounts coding and investigate/correct as necessary.
- To maintain the fixed asset register and run monthly depreciation journals.
- To complete bank and other balance sheet reconciliations.
- To review and issue monthly management account reports to budget holders.
- To lead management accounts meetings with budget holders and report findings to the Head of Finance.

Financial Planning & Management

- To prepare templates for forecast and budget submissions from budget holders.
- To coordinate the capital budgets and forecasts, including depreciation.
- To lead forecast and budget review meetings with budget holders and report findings to the Head of Finance.

Year-end Statutory Reporting

- To prepare information for the statutory accounts under the direction of the Head of Finance, including the Fixed Asset and Related Party Transactions notes.
- To assist in the collection of audit deliverables from around the organisation.
- To assist in the review of the accuracy of the statutory accounts prior to completion.
- To support the Head of Finance with other year end tasks, as necessary.

Other Duties

- To cover the role of Purchase Ledger/Sales Ledger Finance Officer, as necessary/to ensure continuity of service when workload requires it, or for example, when team members are on annual leave.
- To raise ad hoc CQI sales invoices, as required.
- To assist the Head of Finance in ensuring the finance section of the Intranet is populated and kept up to date with all relevant information and processes for our stakeholders.
- To continually look to improve financial systems and be a champion of best practice.
- Support the Head of Finance in delivering education and development of financial knowledge within the business, including budget holder training.
- To assist with improvement projects within the Finance Department, as and when required.
- To undertake testing of system and/or process developments where required.
- Act as an ambassador for the CQI, representing the organisation internally and externally.
- To ensure all transactions are correctly coded for VAT, in line with our partial exemption method and coding structure.
- Any other activities as directed by the Head of Finance, within reason.

Key skills required

- Ability to confidently build good working relationships with stakeholders at all levels, with a positive and problem-solving attitude.
- Ability to pick up new processes quickly, taking the initiative to ask questions to help aid understanding.
- Excellent IT skills, Excel in particular.
- Excellent attention to detail and conscientiousness.
- Strong organisational and planning skills, able to multi-task, prioritise effectively/efficiently and meet deadlines under pressure.
- Excellent written and spoken English skills.
- Drive and desire to continually seek improvement by evaluating current ways of working and developing improved systems and approaches.
- The ability to see the bigger picture and take an active interest in the wider organisation.

Qualifications and experience

- Experience in a management accounting role.
- Experience of business planning is desirable.
- Experience of using accounting systems (experience with Microsoft Dynamics BC is desirable).
- Part-qualified/finalist ACCA/CIMA/ACA accountant.
- GCSE English and Maths (or equivalent) grade C or above.