

## Assistant Management Accountant

<b>Responsible to:</b>	Management Accountant
<b>Directorate / Department:</b>	Support Services/Finance
<b>Base Location:</b>	Gilwell Park, London
<b>Salary Band:</b>	E
<b>Line Management Responsibility:</b>	None
<b>Budgetary responsibility:</b>	None
<b>External Contacts:</b>	General suppliers, Customers and members, computerised systems partners and Suppliers
<b>Internal contacts:</b>	Budget holders and Scout Association (including subsidiaries) staff at all levels and Trustees in particular Finance Committee members

### Role Summary and Purpose

To assist the Management Accountant with the provision of excellent financial support with management accounts for budget holders throughout the organisation. Be responsible for the recording and reviewing of financial data. Assist with the production of monthly, quarterly and annual financial reports including statutory accounts. Support with producing corporate reports. Work closely and collaboratively with other members of the finance team to provide excellent customer service, financial information and advice.

### Key Tasks

- Assist the management accountant with monthly management reports
- Assist with organisational budgeting and forecasting
- Prepare ad hoc reports requested by budget holders for reporting to funders
- Prepare month end and year end processes including reconciliations
- Provide information and advice to budget holders in a customer friendly style
- Assist with all financial accounting tasks when required
- Ensure compliance with all statutory and other reporting requirements
- Complete financial reports on a regular basis and provide information to the finance team
- Undertake intercompany management and reconciliations
- Act as a Superuser of Sun systems and AP systems
- Work closely with the team to promote efficient system usage, process automation and high quality customer service

- Contribute to the continuous improvement of self and processes
- Undertake any other duties as reasonably required

## Person Specification

### Skills and Abilities

- Ability to work under pressure and meet tight deadlines (E)
- Methodical and systematic approach to work (E)
- Ability to communicate clearly and concisely (E)
- Good attention to detail (E)
- Able to appreciate the need for confidentiality and discretion (E)
- Excellent IT skills, focussed on providing clearly written material for distribution to various internal stakeholders (E)

### Education and Qualifications

- Part qualified studying towards a recognisable CCAB qualification (E)
- Educated to a good standard of literacy and written communication (E)

### Knowledge and Understanding

- Excellent technical accounting knowledge (E)
- Familiarity with the use of computerised spreadsheets (E)
- Good understanding of computerised accounts systems (E)
- Higher level Microsoft excel skills (E)

### Experience

- Experience of using computerised accounting systems (E)
- Experience of using Sun Accounts System, IPOS and Adaptive planning (D)
- Experience of using Microsoft Office (E)
- Experience and high level skills in the provision of customer services (E)

### Personal Qualities

- Commitment to the Scouts' values and vision
- Willingness to work collaboratively and closely with colleagues
- Commitment to continuous improvement in the provision of finance services, systems and processes