

JOB OUTLINE

MANAGEMENT ACCOUNTANT

THE CONTEXT IN WHICH YOU WILL WORK

Our Purpose

To help people during their most critical time of need.

Our Vision

To be the most respected provider of welfare support for those in front line services.

Our Mission

To provide a high-quality medical welfare service to those who serve the nation and the community when they are in the patient care pathway, in order to deliver capability and productivity.

Our Values

Commitment

We are passionately committed in heart and mind to the people we support, delivering our service whenever and wherever they happen to be.

Integrity

We act with integrity, consistency, and honesty in all that we do.

People

We support each other. We trust, encourage and develop our staff, because we know that it's our people who make us what we are.

Working Together

We work collaboratively together and with others to provide the best possible service to the people we support.

THE ROLE

Directorate:	Central Services	Hours per week:	35 hours
Responsible to:	Chief Executive	Contract Type:	Permanent
Responsible for:	No Direct Reports	Initial Base:	HQ, Redenham Park, nr Andover

YOUR PURPOSE

As an experienced, qualified Management Accountant you will provide the charity with strong Management Accounts, including reporting, stakeholder management and risk mitigation work.

YOU WILL :-

- Ensure financial records are up-to-date and be responsible for producing accurate financial reports within specific deadlines, supported by meaningful commentary and analysis.
- Prepare the Profit & Loss Accounts for projects and the overall organisation
- Complete Budgets and Cash Flow Projections
- Production of monthly Balance Sheet reconciliations.
- Carry out detailed expense analysis.
- Management of all HMRC reporting including VAT returns
- Take ownership of the financial reporting and management of key projects, including stakeholder management and risk mitigation.
- Recommend any early interventions to address variances.
- Manage the month end and prepare consolidated accounts.
- Carry out credit control duties.
- Ensure suppliers are paid in a timely manner, updating ledgers as appropriate.
- Mentor the Financial/General Administrator and oversee their financial work.
- Manage payroll including pension salary sacrifice scheme, auto enrolment and other company benefits and insurances.
- Manage any outsourced activities, the HQ Lease and other key contracts.
- Actively contribute to a culture of innovation, resourcefulness and best practice to make the best use of your time and others.

- Manage the annual audit process.

YOU WILL HAVE:

- Strong technical accounting skills
- Experience of advising Senior Management Teams
- Understanding of audits and returns
- Able to write management information, interpret figures and develop key performance indicators
- Experience of preparing and delivering statutory accounts
- Accurate forecasting and budgeting skills
- Ideally a knowledge of SAGE 50
- An understanding of the Charity Sector
- Extensive experience of management accountancy and be a fully qualified accountant
- Experience of Sage and Excel
- A current driving licence and access to a vehicle
- A willingness to travel occasionally and be away temporarily

This is a full-time role, but flexible working is available.

The post is based in our HQ, a lovely converted stable block set in an idyllic country estate with easy access to the A303.

The post-holder will especially need to interpret complex data in a manner that non-financial managers, stakeholders and trustees can understand.

You will work with a team of committed, positive people with the added benefit that everyone plays their part in providing a great service to those who have served their country and now find themselves in need.

BENEFITS OF WORKING WITH DMWS

We recognise that without our staff we are nothing, they are the most important asset that we have. We offer employees the following benefits in recognition:-

Salary

A competitive salary, payable monthly

Pension

Option to join on a salary sacrifice basis. Matched Contributions up to 6%

Death in Service Scheme

Subject to meeting scheme eligibility, three times your annual salary to nominated beneficiaries

Enhanced Sick Pay

6 weeks full pay, 6 weeks half pay in year 1, increasing to 13 weeks full pay, 13 weeks half pay thereafter

Training/Working at HQ

For HQ Staff, and those attending training/meetings, there are modern facilities in a converted stable block, surrounded by a beautiful estate in Hampshire

Staff Recognition

Staff Recognition Awards are used to highlight great practice and going the extra mile

Flexible Working

All flexible working requests are considered

Staff Get-Togethers

Staff events are held periodically to encourage networking, support and empathy amongst colleagues

Personal Development Programme

Continuous professional development is encouraged and training opportunities are explored

Qualifications

All Welfare Officers are automatically enrolled onto our accredited Diploma in Welfare Studies (Level 3) & Mental Health First Aid Course

Work-based Parking/Mileage

For those who pay to park at their work-base, fees are reimbursed. Mileage allowance is 45p per mile.

External Supervision

All Welfare Officers are offered external clinical supervision.

However, working in an organisation that provides such worthwhile services means that you are giving something back, and the knowledge of that is priceless.