



JOB DESCRIPTION

Job Title	Assistant Management Accountant
Department	CAIS Business Services
Base Location	Colwyn Bay
Hours of Working	37.5 hrs per week over 7 days
Salary Banding	£22,502 to £23,871 depending on qualifications & experience

Accountable To	Director of Finance and Corporate Services
Reports To	Chief Accountant
Line Management Responsibility	None

Job Purpose:

To assist in the preparation of monthly management accounts including associated balance sheet reconciliations to agreed deadlines and in accordance with Accounting Standards / CAIS' finance policies and procedures.

This role will also assist in the setting up and implementation of a new finance software system which is planned to go live on 1st January 2021.

Main Duties and Responsibilities:

To support the management accountant and assist in the preparation of monthly management accounts:

- Reviewing monthly costs / income and make necessary journal adjustments (ie defer/accrue income – prepay/accrue costs)
- Ensuring payroll costs are correctly allocated to projects, using information from SAGE Payroll
- Comparing actual costs against budgeted costs, investigate and report on significant variances
- Using Pivot Tables to create a set of financial reports and prepare a set of accompanying notes

Assisting with the preparation of annual budgets

Reconciling balance sheet items eg payroll / debtors / creditors / provisions etc

Contract management – maintaining a system to ensure contracts are stored, recorded and reported in an organized and efficient manner

Sales ledger – preparing invoices in accordance with contractual requirements

Assisting with financial claims and returns, in accordance with Commissioner requests

Preparing financial statements for clients in supported accommodation; liaising with Housing Benefits Departments and CAIS Support Officers.

Responding to the needs of the Business Development team to prepare costings for funding applications

Support other members of the finance team as and when required

General:

Attend CAIS meetings as requested

Assist the Management Accountant with ad hoc tasks which arise

Professional:

- To participate in the CAIS continuous learning , development and appraisal process
- To maintain professional accreditation as appropriate to role
- To attend training provided, organised or arranged by CAIS
- To operate within and observe CAIS policies and procedures as amended and updated

This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.

Person Specification for Management Accounts Assistant

	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
Qualifications:	GCSE or 'O' Level Standard AAT	Part-qualified CIMA or other Professional Accounting Qualification	
Experience:	Experience of working in a busy finance department, assisting with the preparation of budgets and management accounts Experience of preparing meaningful and timely financial reports to aid decision making At least 3 years' experience of working with Accounting systems	Ability to write reports within a finance system would be advantageous. Experience of assisting in the preparation of consolidated accounts	
Skills:	Advanced use of Microsoft packages (EXCEL, Word, Powerpoint etc) Use of SAGE accounting systems Ability to effectively analyze data and recognize issues to be addressed	Use of Oracle Netsuite Ability to contribute towards the development and enhancement of existing systems and processes and adapt to changing needs	
Knowledge:	Sound knowledge of systems and processes within a financial environment	Relevant accounting legislation & the Charity SORP Housing benefit rules	
Personal Qualities:	Excellent communication and interpersonal skills Ability to work in an organised and proactive manner, both as part of a team as well as on own initiative Ability to liaise with staff at all levels in the organisation and to		

	provide advice & guidance in financial issues		
Other Relevant Requirements:	Car driver and owner	Ability to speak Welsh	

Prepared By:Sandy Ackers..... **Date:** 19/08/2020

Reviewed By: **Date:**

Agreed By: **Date:**