# Job Profile

Job Title: Management Accountant

Directorate: Business & Finance Services

Reports To: Finance & Planning Manager

Matrix Reporting To: None

Disclosure Check Level: None

Date created/last reviewed: August 2024

## Overall Role Purpose

The Management Accountant helps people with sight loss to live the life they choose by ensuring that managers across the organisation have accurate and up-to-date financial information upon which they can make solid business decisions, and that the organisation is able to operate effectively and efficiently, and has solid financial records that it can rely on for statutory filing and reporting.

## Key Responsibilities

* Undertake month-end activities and maintain accurate accounting records, including accruals, prepayments, journals, reconciliations, etc
* Compile, review and circulate regular management account reports, which include the relationship between financials and non-financial metrics, involving insightful commentary as appropriate.
* Identify areas of challenge/improvement/savings and hold monthly meetings with budget owners to discuss
* Support non-financial managers in understanding the accounts and the implications of their decisions on the organisation’s financial position
* Support the budgeting and forecasting process through the implementation of annual budgets and monthly rolling forecasts and use the monthly review meeting to undertake a look forward with the budget owner.
* Ensure the integrity of financial data by rigorously cleansing and maintaining master data to guarantee accuracy and consistency across financial records.
* Support the annual audits by responding promptly to any auditor queries
* Suggest and implement improvements to processes and practices where possible
* Lead or participate in ad hoc projects.
* Guide Dogs is a learning organisation and we are committed to fostering a positive climate for continuous learning. We expect all our people to demonstrate commitment and actively participate in continuous professional development (CPD).

## Breadth/Scope of Accountability

### People Accountability

Number of Direct Reports: None

Number of Indirect Reports: None

Number of Volunteers Supervised: None

### Financial Accountability

Annual Income Accountability: None

Assets Managed: None

Budget Accountability: None

# Application of this Job Profile

All employees are required to carry out other such duties as may reasonably be required to fulfil their role and support functional and organisational objectives.

All employees must also:

* Comply with all organisational policies
* Promote the vision and values of the organisation
* Engage in continuous personal development

This job profile is accurate as at the date shown above. It does not form part of contractual terms and may be varied to reflect or anticipate changes to the role.

# Working at Guide Dogs

As well as other services to enhance the lives of people who are blind and partially sighted, we breed and train guide dogs and companion dogs. Staff and volunteers in all our locations support this work. Therefore, all employees must be comfortable working in environments where dogs may be present.

Guide Dogs is a volunteer-involving organisation and as such all staff are required to support volunteers in their roles. This may or may not mean the direct supervision of volunteers but will require all staff to play a supporting role. From time to time you may be asked to support / volunteer your time at Guide Dogs events that take place outside of normal working hours. All employees will be expected to advocate for Guide Dogs at all times and be a fundraiser.

Guide Dogs is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.

Guide Dogs will require proof of identity and the right to work in the UK.

# Person Specification

## Education/Qualifications

#### Essential

* Educational requirement to A Level standard (QCF level 3 / SQCF levels 6-7).
* Qualified (or at least working towards qualification) with one of the recognised CCAB accounting bodies (CIMA / ACCA / AAT), or able to demonstrate sufficient experience to negate this requirement

#### Desirable

* Finance – CIMA/ACCA/AAT qualified.

## Job-Related Experience

#### Essential

* Experience of month end close process including reconciliations, journals, and accruals
* Experience of planning and budgeting
* Demonstrated experience and understanding of the impact of change

#### Desirable

* Demonstrated the ability to build and establish a credible business partnership with all areas of the organisation.
* Experience of medium to large size organisations with automated processes
* Evidenced experience of influencing the business to make commercially sound decisions
* Experience with the third or charity sector

## Knowledge

#### Essential

* Intermediate to advanced Excel.
* Proficient with computerised accounting systems

#### Desirable

* Experience with developing and applying planning and modelling scenarios
* Experience with Unit4/Agresso transactional system

## Skills and Competencies

#### Essential

* Technical Skills
* Exposure to different accounting systems and ability to learn how to use new systems
* Problem solver, using a variety of analytical and influencing techniques to formulate a proposed way forward.
* Modelling and analysis skills, including the use of Excel.
* Attention to detail
* Organisational Skills
* Logical and organised approach.
* Ability to work independently
* Able to prioritise conflicting demands, setting timetables, managing workloads to ensuring deadlines are met. Proactive individual with experience working in a flexible and changing environment.
* Interpersonal skills
* Ability to build highly effective and collaborative working relationships with all levels of the organisation.

#### Desirable

* Strong influencing skills.

## Behaviours

Our behaviours capture the essence of what it is to be Guide Dogs people, whether staff or volunteer. They describe the experience we expect everyone – the people we support, donors, partners, our volunteers and staff – to have while working with us. Guide Dogs people are:

* **Person-centred** - We are a group of people working to help each person affected by sight loss. We listen, and recognise that every individual is different in where they’ve come from and where they’re going. We are open, empathetic and inclusive. We place the person at the centre of every decision.
* **Expert** - We are specialists in what we do. We are committed to excellence and will never stop innovating. We respect our history, but seek out ways to adapt and improve, and are always willing to learn.
* **Optimistic** - We are relentless in our belief that people with vision impairment can lead the life they choose. We are passionate about helping each person, committed to challenging barriers, and proud of who we are and what we achieve.

So, we: -

* **Partner** - We only change lives when we collaborate. We build valued relationships with donors. We work together with our service users and colleagues, volunteers and partners – and our dogs, of course – to deliver great outcomes. We support and develop each other.
* **Lead-by-example** - We can all be a guide. We take the lead and then hand it over, empowering people to make progress independently. We gain trust by having faith in others, and influence by example. We do what we say we will.
* **Engage** - We cannot change lives if we look on from the side-lines. We get involved, take ownership, and feel responsible for all we do, think and say. We celebrate wins big and small, and we hold ourselves and each other to account.

We use competency-based questioning within our recruitment processes to assess the extent to which candidates demonstrate these behaviours – in ways appropriate to this role – in how they are at work and generally as people.

## Safeguarding

If the role does or may involve working with children, young people or vulnerable adults, or supervising those that do, we’ll also be assessing ‘safeguarding competencies’ as part of the process. These are:

* Appropriate motivation to work with vulnerable groups;
* Emotional awareness;
* Working within professional boundaries and self-awareness; and
* Ability to safeguard and promote the welfare of children, young people and adults and protect from harm.

## Mobility

A flexible approach with a willingness to work outside of core hours and away from home when required.

## Job Group (internal use only)

This role has been evaluated as a Specialist Professional, please [follow this link](http://apps.gdba.internal/hrpg/622sP71rB68P.pdf) to view the salary band.