



JOB TITLE: Management Accountant

REPORTS TO: Finance Manager

ACCOUNTABLE TO: Director of Finance and Resources

INTRODUCTORY NOTES

- All Employees are expected to work in accordance with the values of The Kirkwood. Patients, Families and Carers are the focus of everything we do. Our values are what we live and work by. We are:
 - Respectful and Inclusive
 - Passionate and Determined
 - Open and Honest
 - Kind and Compassionate
 - Forward-thinking
 - We strive for Quality and Excellence
- The Kirkwood is smoke free; the only exception being for in-patients who may smoke in a designated smoking room. However, a designated smoking area is allocated for employees and volunteers.
- This job description is not exhaustive therefore the employer and employee share responsibility to review and amend this job description in order to reflect any changes in role/development.
- The employee must undertake annual mandatory training provided by The Kirkwood.
- The employee must maintain a safe working environment in accordance with the Hospice fire and health & safety policies.

- All employees have a responsibility to identify and assess risk. Employees are actively encouraged to report all incidents including near misses. In order to ensure all incidents are reported, an open culture operates in which employees are free to report incidents in the knowledge that they will be supported.
- The post holder will be required to maintain complete confidentiality as a condition of employment. Information relating to patients, other members of staff and volunteers or which is acquired for the purposes of employment may only be disclosed with the express permission of the appropriate manager.
- The employee is requested to respect the ethos and values of The Kirkwood and its services and comply with its policies, procedures and regulations.
- The post holder requires a satisfactory disclosure from the Disclosure & Barring Service (DBS).

JOB SUMMARY

Ensuring the delivery of responsive day to day financial services which adhere to statutory compliance and are also aligned to corporate objectives as defined in the The Kirkwood's Strategic Plan.

Maintaining and providing clear, timely and accurate financial information to the Finance Manager, Executive Management Team, Finance and Resources Committee and Council as required.

Acting as line management and support for the Finance Officer and Finance Assistants ensuring timely and accurate completion of tasks. Deputising for the Finance Manager when required.

Supporting the Finance Manager to deliver the overall objectives of The Kirkwood's Finance Strategy.

KEY DUTIES AND RESPONSIBILITIES

Supervision

To provide Line management of the Finance Officer and Finance Assistants including provision of support and training.

To manage workloads and priorities ensuring enough capacity and capability to deliver day to day finance services. This could mean covering routine duties in the absence of other members of the Finance Team.

To liaise regularly with the Finance Manager to agree priorities and action plans for the effective delivery of Finance services.

To act as an Information Governance Asset Owner in partnership with the Finance Manager in accordance with the organisations Information Governance Framework.

To contribute to the development of audit, standards, and action plans for the Finance team to promote continual quality improvement.

To contribute to the development of The Kirkwood's financial policies and standing operating procedures.

To work with the Finance Manager to continuously develop the Finance Database to ensure an agile system, that responds to the changing needs of the organisation.

To undertake any other duties required by the DFR commensurate with the post.

Financial Management

To support the Finance Manager with the preparation of budgets, cash flow forecasts and financial reports to agreed timescales, ensuring accuracy.

To implement financial management systems and processes as agreed with the Finance Manager and recommend changes that will improve the organisation's financial processes and procedures.

To advise the Finance Manager on all day-to-day financial matters which may impact financial operations and updating processes and procedures accordingly.

To provide financial data (including variance to budget) to budget holders/managers on monthly basis to assist with the monitoring and setting of budgets.

To assist the Finance Manager with the preparation of the year-end close-down and the annual audit (Accounts & Payroll). In doing so ensure the completion of year-end processes and procedures including year-end posting and year-end reports

To ensure that invoices are processed efficiently and that payments by BACS or cheque are prepared, authorised, and sent to suppliers in a timely manner.

To ensure all monthly reconciliations are completed, including control accounts.

To ensure the input of monthly salary details onto the payroll system (SAGE) and ensuring all pension contributions are paid over to the relevant provider on a monthly basis.

To ensure that the coding of income and expenditure is in line with the charity's budget and statutory accounting requirements.

To prepare monthly prepayment/Accrual journals and reconcile to the Balance Sheet.

To monitor bank accounts and transfer funds as authorised by the DFR, in doing so update the Cashflow on a weekly basis.

To reconcile the investment portfolio on a monthly basis and ensure dividends received are recorded on to the financial database (SAGE).

To provide the Fundraising team with information to ensure that the Donor Database (Donorflex) is kept up to date and accurately links to the computerised accounting system (SAGE). In doing so provide relevant financial reports and information to support income generating activities.

To ensure the recording income and expenditure of Kirkwood Hospice Lottery, checking making transfers and performing bank reconciliations for Kirkwood Hospice Lottery.

Trading Company Subsidiary – Kirkwood Hospice Enterprises.

To ensure all transactions are properly accounted for Kirkwood Hospice Enterprises Ltd, making monthly transfers and reconciliations.

To ensure the completion of the management accounts for Kirkwood Hospice Enterprises Ltd, monthly.

Personal Learning and Development

To keep up to date with technical and professional developments in finance and accounting, and with issues affecting the charity sectors.

To participate in the organisations training programmes including mandatory training.

To maintain professional development through attending both in-house and external training courses, seminars and conferences. In doing so, to continuously develop knowledge, skills and competence to carry out the duties of this role.

To annually undertake a personal development review as per organisational policy.

To define and promote necessary training within the Finance Services department.

PERSON SPECIFICATION

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| QUALIFICATIONS | |
| Good level of general education | Essential |
| ACCA, CIMA or equivalent | Essential |
| EXPERIENCE | |
| Minimum of four years finance experience | Essential |
| Experience or knowledge of charity accounting | Desirable |
| Experience of using Sage computerised accounts package | Essential |
| Experience of preparing monthly management accounts | Essential |
| Experience of using databases | Essential |
| Experience of budget monitoring | Essential |
| Knowledge of accounting principles | Essential |
| Experience of working in a healthcare environment | Desirable |
| Experience of working in the voluntary sector | Desirable |
| Experience of line managing a small team | Essential |
| Experience of operating in a modern digital workplace, including using digital tools to work collaboratively and productively | Desirable |
| SKILLS AND PERSONAL ATTRIBUTES | |
| Ability to work as part of a diverse team | Essential |
| Ability to prioritise work and meet tight deadlines | Essential |
| Attention to detail and high level of accuracy | Essential |
| Excellent communication skills – ability to speak confidently to senior staff and budget holders. | Essential |
| Excellent IT skills – with advanced excel skills | Essential |
| Ability to manage and support employees to develop a full range of skills and competencies required in their role | Essential |
| Ability to respect confidentiality and work with integrity and discretion | Essential |
| Positive commitment to a quality financial service and its development | Essential |
| Positive attitude, with the ability to work on own initiative and manage own and direct reports workload, with minimal support. | Essential |
| Professional attitude, calm under pressure, enthusiastic and friendly. | Essential |