

## **Job Description: Assistant Management Accountant**

### **Job Purpose**

To support the Finance Manager and wider finance team in delivering accurate and timely financial information, including monthly management accounts, budget monitoring, and financial analysis. The post holder will also provide cover across finance functions and contribute to the implementation of new systems and processes. This role plays a key part in ensuring financial integrity and supporting the organisation's charitable objectives.

### **Key Responsibilities**

- Prepare monthly management accounts for retail and provide key comments to Head of Retail.
- Assist in the preparation of monthly management accounts and variance analysis for the Hospice.
- Provide financial support and analysis to budget holders.
- Maintain and reconcile general ledger accounts, including accruals and prepayments.
- Process journals and assist with month-end and year-end procedures.
- Provide cover for other areas within finance including purchase ledger and sales ledger.
- Assist in the implementation and testing of the new finance system.
- Support the Finance Manager in budget setting and forecasting processes.
- Assist with internal and external audit preparation.
- Support payroll and pensions administration as required.
- Ensure compliance with financial policies and procedures
- Work with colleagues across departments to support the delivery of the organisation's strategic and operational goals.

## Person Specification

Criteria	Essential	Desirable
Qualifications	Qualified by experience	AAT qualified or NVQ Level 4 in Accounting
Experience	Minimum 2 years in a finance environment Experience in producing monthly management accounts.	
Skills & Knowledge	Strong Excel and accounting software skills (e.g., Sage, Microsoft Dynamics) Understanding of financial controls and audit processes	Microsoft Business Central – experience using or implementing this ERP system for financial management and reporting Advanced excel skills
Personal Attributes	Excellent communication and interpersonal skills Strong attention to detail and time management Ability to work independently and as part of a team	Proactive approach to problem-solving and process improvement
Other Requirements	Ability to plan and prioritise own workload to meet deadlines Willingness to rotate across finance functions as needed	