

Management Accountant Job Description	
<b>Contract Type:</b>	Permanent, Full Time
<b>Salary (FTE):</b>	£37,000 per annum (depending on experience)
<b>Hours of work per week:</b>	Up to 37.5 hours per week, working Monday - Friday
<b>Responsible to:</b>	Director of Finance
<b>Location:</b>	YMCA North Tyneside, North Shields

### Organisational Context:

YMCA North Tyneside is a Voluntary Sector Organisation undertaking youth and community programme work in areas of North Tyneside, South Tyneside, and Teesdale. We are part of the worldwide YMCA movement, which started in London in 1844 has grown to become the world's largest and oldest youth movement. Now, more than 175 years later, YMCA is operating in 119 countries, with 64 million people reached annually around the world. Guided by our Christian values, we believe everyone has potential, and we serve our communities so that all can hope, belong, contribute and thrive.

### Job Purpose:

The Management Accountant will report to the Finance Director and will be a part-qualified accountant, or qualified by relevant experience, with a housing association background. The role will involve working with the housing division of the charity, social enterprise and the subsidiary. Experience of working on business improvement projects would be an advantage. This role will be based at our premises in North Shields. Hybrid working offered (2 days per week working from home).

### Main Duties & Responsibilities:

- Preparation of monthly management accounts and organisational KPI's, ensuring departmental reporting aligns with the strategic objectives and Value for Money metrics for the organisation.
- Posting accruals/prepayments and preparation of balance sheet reconciliations.
- Support Finance Manager with preparation of annual budget and forecasts.
- Manage the technical accounting for income streams, including the calculation and administration of rents and service charges. Ensure all charges are transparent and compliant with relevant industry standards and legislation.
- Contribute to meeting the Regulator or Social Housing's economic standards including the Value For Money standard, through the provision of accurate data, reporting and analysis.
- Business partner with other departments in the organisation to support accurate reporting.



- Provide methodology and accurate calculations to justify Housing Benefit charges. Liaise with the Housing Benefit teams at various local authorities to ensure YMCA receives all relevant charges at the appropriate levels.
- Ownership of fixed asset register.
- Support Finance Director/Finance Manager with inputs to the 30-year financial plan and support the submission of regulatory returns.
- Assist with the preparation of the statutory accounts and support with audit.
- Ensure the prompt and accurate reconciliation of key control accounts.
- Assist with ad-hoc reporting and other projects as needed.
- Other tasks and duties as required.

### **About you**

- Part-qualified (CCAB/CIMA) or Qualified by Experience with a proven track record in a regulated environment.
- A proactive and flexible mindset; equally comfortable working on transactional reconciliations as providing complex analysis
- Direct experience of the Social Housing Rent Standard and FRS 102 (specifically Section 34/The Housing SORP)

### **General:**

It is in the nature of the work at YMCA North Tyneside that tasks and responsibilities are in many circumstances unpredictable and varied, therefore, this job description is not an exhaustive list of duties and responsibilities but is intended to reflect a range of duties the post-holder will perform in line with their remuneration. The job description will be reviewed regularly and may change, adapt or increase, in the light of experience and in consultation with the post-holder.

This role will involve liaison with the housing department, external partners, senior management, CEO and the board of trustees to review and assure exceptional delivery of the strategic plan and the organisational mission and vision.

This post requires proof of right to work in the UK, satisfactory references and a satisfactory enhanced DBS Disclosure (the cost of which will be met by the employer).

### **Equal Opportunities:**

YMCA North Tyneside is committed to eliminating discrimination and encouraging diversity amongst the workforce. We aim to be an equal opportunities employer and we are determined to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.



<b>Finance Assistant - Person Specification</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
<b>Education/Qualifications/Knowledge</b>			
Relevant finance/accountancy qualification membership e.g. AAT or relevant experience	x		A & D
GCSE Grade C or above (4-9) in English and Maths	x		A & D
Knowledge of accountancy practices and procedures	x		A & I
Evidence of continuous professional development		x	A & D
<b>Experience</b>			
Experience in a not for profit environment		x	A & D
Experience working in a busy finance/accountancy role	x		A & I
A strong understanding of basic accounting & Bookkeeping	x		A & D
Proficiency to an intermediate level of G-suite or similar software, particularly Google Sheets/Excel	x		A & I
Experience of collaborating with other team members	x		A & I
Experience using XERO/SAGE (or similar) accountancy packages		x	A, I & T
Proficient in Google, Excel and other commonly used Google Suite or Microsoft Office applications	x		
Experience of handling confidential information appropriately	x		A & I
Experience of advising managers and colleagues effectively concerning financial queries and issues		x	A & I
Experience of effectively managing ledger transactions	x		A & I
Experience of undertaking VAT returns		x	A & I
Experience of working either in a Charity or Housing association		x	A
Experience with rent and residential property accounting (including experience handling council tax and housing benefit processes)		x	A & I



<b>Skills &amp; Abilities</b>			
Ability to manage own work and work quickly to deadlines using problem solving, planning and prioritising skills	x		I & T
Excellent verbal and written communication skills, including presentation skills	x		A & I
Ability to deal with difficult situations calmly and effectively	x		I
Excellent quantitative and computing skills	x		A & I
Good critical thinking and analytical skills	x		I & T
Strong organisational skills	x		I
Ability to articulate complex information visually and verbally to a variety of audiences		x	I & T
<b>Other Requirements</b>			
Ability to support the Charity's values and aims	x		A & I
Ability to understand the needs of people from diverse backgrounds (culturally, socially etc)	x		A & I
Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service OR hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service	x		A & D

\* Assessed by -

A = Application Form, I = Interview, T = Task set at interview, (D) Documentary evidence (such as references, qualifications)

