

## Job Summary

Job title	Management Account (fixed term for 12 months)
Reports to	Group Accountant
Division	Finance and Corporate Services

### **JOB PURPOSE**

To provide an effective financial management service to the charity and to be responsible for developing improvements to financial systems, processes and reporting.

To support the Group Accountant in providing a professional financial support service to the organisation, its senior managers and subsidiary, in a timely accurate and relevant manner.

To support the Group Accountant and the Finance Business Partner in reviewing the cost allocation methodology, redesigning and implementing a revised methodology.

To support the Group Accountant with the year end processes within tight deadlines and ensuring all reconciliations are prepared for the annual audit.

To be responsible for ensuring the Business Central financial system is set up and functioning to achieve full integration status with all other systems.

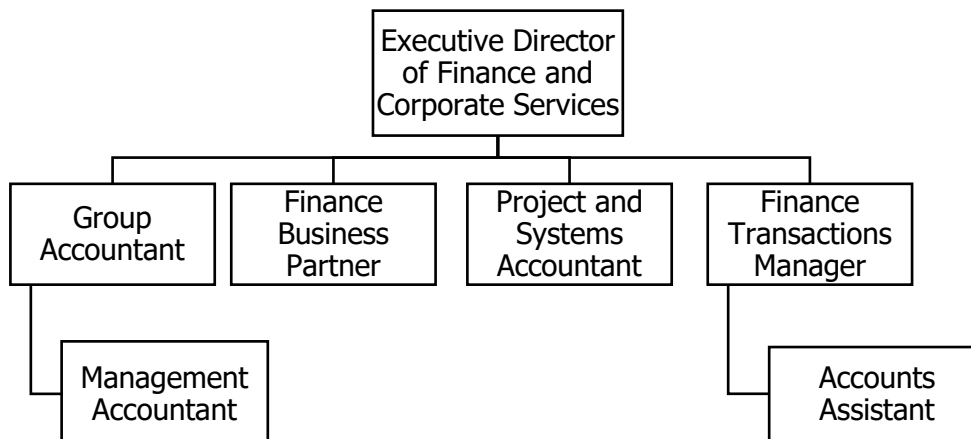
Deputise for the Group Accountant in their absence, and to work with the Group Accountant to provide relevant financial information to aid decision making.

### **DIMENSIONS OF THE JOB:**

Duties are carried out for the organisation and all subsidiaries, associated and connected entities (CIEH, CIEH Limited, The Welfare Fund, EHRB etc).

There are no proposed direct reports.

## STRUCTURE



## PRINCIPAL ACCOUNTABILITIES

1. To provide an effective financial management service to the charity and to be responsible for developing improvements to financial systems, processes and reporting.
2. Prepare recommendations for revising the cost allocation methodology and plans for revising and implementing an alternative methodology.
3. Support the preparation of the year end process, ensuring relevant working papers and reconciliations are prepared within tight deadlines. Support with the preparation of the statutory accounts and help to ensure that the charity has sound financial management and that all statutory requirements are met.
4. Deputise for the Group Accountant in their absence, ensuring deadlines are met.
5. To be responsible for ensuring the Business Central financial system is set up and functioning to achieve full integration status with all other systems.
6. Support the development and implementation of financial policies, procedures and processes, ensuring compliance and efficiency.
7. Support the implementation of recommendations arising from internal independent reviews in relation to financial controls and VAT.
8. Support the preparation of monthly management accounts, balance sheet reconciliations, monthly journals and ensuring timely monthly financial reporting.
9. Support the Group Accountant in the development and implementation of the month end process and creating other key operating standards policies.
10. Implementing change to the purchasing process, ensuring compliance and a robust internal framework is adopted.
11. Support the Group Accountant and Finance Assistant with the sales and purchase ledger requirements.
12. Perform any other reasonable duties as directed by the Group Accountant.

## **INTERNAL CONTACTS**

- CIEH staff, CIEH subsidiaries and connected entities
- Trustees and Directors
- Sub-Committee Members

## **EXTERNAL CONTACTS**

Individuals and companies who have dealings with CIEH including:

- Auditors
- Banks
- HM Revenue & Customs
- Insurance Brokers
- Charity Commissioners
- Solicitors
- Advisors / consultants
- Suppliers / customers
- Accounting software support company

## **SPECIAL FEATURES**

The jobholder is required to carry out all financial operations in accordance with the Standing Orders, Financial Regulations, The Charter & Byelaws of the Chartered Institute of Environmental Health and the relevant Companies and Charities Acts.

## **PERSON SPECIFICATION**

Fully qualified accountant (ACCA, ACMA, CIPFA or Qualified by Experience) with post qualification experience in managing charity accounts

Able to demonstrate commitment to all CIEH core values and behaviours

Experience within the commercial sector would be desirable, however considerable experience in the charity/not for profit sector is required

Knowledge of the Charity SORP reporting requirements including completion of statutory financial statements for a charity

Detailed knowledge and competency of integrated financial systems (Vision, Business Central) and relevant report writing skills

Excellent interpersonal and communication skills

Able to demonstrate credibility and confidence of colleagues and senior managers