

**Role Profile**

**Management Accounts Specialist**

**Role Purpose**

**This role ensures the accurate processing and reporting of financial data, providing the financial information and analysis needed to support decision-making, optimize costs, and drive overall financial performance within the charity.**

**Key Accountabilities**

**Finance**

* To process financial data, including accruals, prepayments and journal entries, ensuring that they are accurate and delivered on time and forms the basis for reliable financial reporting and decision-making.
* To prepare management accounts, using variance analysis against budget/forecast, trend data, and contractual agreements to ensure that they accurately reflect financial activity to help leaders make informed decisions and manage resources effectively.
* To support the month-end close process, ensuring that all financial data is accurately recorded and reported which is crucial for maintaining financial control and transparency.
* To analyse, interrogate and understand income and expenditure, ensuring that it is accurately recorded for financial reporting and compliance.
* To provide income and expenditure reports to regional teams, ensuring they are on time and accurate, to support effective financial planning and analysis.

**Transformation**

* To prepare and review management information, investigating variances, completing KPIs, and monitoring performance, providing critical insight into financial performance which helps to identify trends and areas for improvement, providing a high quality service to the charity.
* To contribute to the development of new reporting and controls for any new opportunities and investments made by Community Integrated Care, ensuring that information is user friendly, and enables leaders to manage budgets and opportunities effectively.

**Legal and Risk**

* To protect the organisation from financial risks by maintaining the integrity of financial data and ensuring compliance with all regulatory, contractual, legal, financial, and organisational requirements.
* Ensuring that the People We Support have the greatest opportunity to experience best lives possible through ensuring additional holiday support are costed, approved, invoiced, and eventually collected.

**Quality and Compliance**

* To support operational leaders to interpret and understand their income and expenditure statements and other financial reports to drive organisational financial capability and enable leaders to make good financial decisions.

**Service Delivery**

* To be the point of contact for our Finance team as the first line of support for finance related queries, providing support to the operational leaders when interpreting their individual service's Income & Expenditure Statements.

**Operational Excellence**

* To drive continuous improvement by identifying and implementing improvements to financial processes and reporting, to enhance efficiency and accuracy, leading to better financial performance and control.

**Scope and Geography** This is a national role.

**Travel Expectation** This role is primarily based in Old Market Court in Widnes.

**Collaboration** It is expected that the post holder will work proactively and collaboratively with the regional teams Operational Leaders, supporting Business Partners, Managers, and Specialists, and in addition will liaise with Support Services functions.

**Budgets** This role will not have any direct budgetary accountability.

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| **Best Life Possible Success Measures** | |
| **Service Quality and Innovation** | * Difference between actual spending and budgeted amounts which helps in monitoring and controlling costs, ensuring financial resources are used efficiently * Feedback score from regional teams and operational leaders on the effectiveness of collaboration which promotes a cohesive approach to financial management, ensuring all stakeholders are aligned and informed. * Number of process improvements identified and implemented which drives ongoing enhancements in financial reporting and processes, leading to better financial performance and control. * Satisfaction score from stakeholders regarding financial reporting and support which ensures that the financial information provided meets the needs of stakeholders and supports their decision-making. | |
| **Career Opportunity** | * Number of hours spent on training and development for team members which Enhances the financial literacy and capabilities of staff, leading to better financial management. | |
| **Community Engagement** | * Positive feedback from families or local authorities about financial transparency and support * Percentage of financial reports that accurately reflect community-related financial activities and are free from errors | |
| **Sustainable Economics** | * Percentage of financial reports that are accurate and free from errors which ensures the reliability of financial data used for decision-making * Number of days taken to complete the month-end close process which ensures timely financial reporting and allows for prompt decision-making. * Number of compliance issues identified during audits which ensures adherence to financial controls and procedures, maintaining data integrity. | |
| **Structure** | |

**Qualifications, Experience, and Knowledge**

* AAT Qualified (or equivalent)
* Actively working towards ACA, ACCA, CIMA or PQ/QBE
* Experience working with Power-BI (desirable)
* Experience of providing accurate and meaningful summarised reports from mass data
* Experience working with non-finance stakeholders to improve processes and reporting
* Proven experience in management accounting, preferably within the charity or social care sector.

**Competencies, Skills, and Abilities**

* Strong management accounting skills and a good understanding of accounting concepts
* Must have strong IT skills, particularly with manipulating and analysing information in excel (lookups, pivots, formulas etc)
* Excellent verbal and written communication skills, with the ability to explain complex financial information clearly.
* Should be comfortable working to deadlines
* Must have a keen eye for detail, stress test data, and able to spot error within reports and data
* Should be professionally curious, seeking to understand information and explore anomalies
* Should be a skilled problem solver, confident in their own ability to get to the root cause of the problem
* Ability to analyse financial data and provide insights to support decision-making.

**Tasks and Responsibilities** (representative, not exhaustive)

* Production of monthly management accounts; including prepayments, accruals, income and expense reviews and analysis of variances vs. target.
* Develop reporting system, provide automated reports and financial models.
* Work closely with the regional Finance Business Partners to provide support and assistance in delivering accurate and timely financials to our Operational teams.
* Assist with the implementation of Power-BI into our Financial reporting.
* Assist with the automation of data and time heavy tasks, enabling the team to deliver more ‘value add’ tasks.
* Resolving enquiries in a professional manner via telephone and email
* Provide training and support to team members and other staff on financial processes and reporting.
* Work collaboratively with regional teams, operational leaders, and support services to ensure accurate financial reporting and support.
* Investigate and resolve variances in financial reports, ensuring accurate reflection of financial activity
* Act as the first level of support for external auditors when there are requests relating to income and expenditure variances/trends and queries.

**Behaviours and Values**

At Community Integrated Care “how” you approach your work is just as important as “what” you do. With that in mind, we have outlined the key behaviours that we look for at each level in our charity. This role aligns with level 4 in our guide to behaviour.

**Job Evaluation**

Internal Evaluation Level: 4