

JOB DESCRIPTION



JOB TITLE:	Management Accountant
DEPARTMENT:	Finance
REPORTING TO:	Head of Finance
ACCOUNTABLE FOR:	None
HOURS:	35 hours per week
LOCATION:	Hybrid (Streatham/Kilburn)

Job Overall Objective

- a) Support the Head of Finance and lead in assigned finance areas of responsibility in providing a comprehensive, effective and high performing delivery of financial and management accounting services to Ruach City Church (RCC) and Order My Steps Ltd (OMS) stakeholders, ensuring appropriate control and compliance is maintained;
- b) Assist the Head of Finance and lead with the continued development of RCC and OMS through the provision of effective and efficient processes and procedures to assure the completeness and accuracy of records;
- c) To manage own workload and collaborate with the finance team in delivering a professional service to customers of RCC, OMS and related investments.

Additional Contextual Information

Establish and maintain good working relationships with Finance team and all RCC teams to facilitate teamwork; provide cover temporarily in the absence of Head of Finance or Finance colleague as required.

KEY TASKS / MAIN DUTIES

a) Development responsibilities

Aiming for Excellence

1. Deliver a high standard of financial performance in assigned financial area of responsibility against the finance department aims and objectives.
2. Comply with finance policies and procedures ensuring finance processes and procedures are robust and fit for purpose to meet the needs of the organisation.
3. Comply with accounting and tax regulations, reporting regulations, audit recommendations, best practice and in-house policies such as data protection and confidentiality.

Working Together

4. Establish and maintain good working relationships with finance colleagues and stakeholders to ensure our finance plan is delivered to agreed targets.
5. Provide accurate, easy to understand financial information, reports or analysis which may be requested by Finance and Admin colleagues, senior management or trustees.

b) Operational responsibilities

Aiming for Excellence

To ensure timely input and completeness/ accuracy of databases and Accounting records as follows:

Accounting and financial control

1. Administration
 - a. Maintain chart of accounts for RCC, OMS and related investments.
 - b. Open or close nominal ledger accounts as required preserving sequencing;
 - c. Update exchange rates to translate & revalue balances in foreign currency;
 - d. Periodically review trial balances for any unusual balances/ posting;
 - e. Manage month-end close process using checklists to confirm all income and expenditure is posted;
 - f. Maintain one file for each month-end to substantiate the integrity of each and every balance sheet account in the nominal ledger;
 - g. Manage year-end close process and audit, distributing annual financial statements prior to Trustees meeting to approve;
 - h. Prepare and post year-end journals and manage year-end close and rollover to a new financial year.
2. Fixed assets
 - a. Maintain fixed asset register and reconcile cost to nominal ledger;
 - b. Calculate depreciation and post journals;
 - c. Periodically verify asset register to substantiate asset.

Frequency: monthly
3. Debtors
 - a. Download list of balances from debtors ledger and agree total to the control account;
 - b. Review aging and follow up aged debts; consider if debts need provision or write off; obtain authorisation from trustees for write-off of debts;
 - c. Review and follow up any debit balances in debtors ledger with Income team.
 - d. Review and follow up repayment of loan accounts, sundry debtor balances;
 - e. Liaise with income team to substantiate receivable on tax on gift aid;
 - f. Ensure any balance on prepayments is valid and expense as necessary.

Frequency: monthly

4. Cash at Bank
 - a. Obtain bank statements for all bank balances for the RCC and OMS Ltd and reconcile to the ledger;
 - b. Document reconciliation identifying date when the reconciling item was recorded in the ledger or bank statement; investigate reconciling items and clear;
 - c. Prepare and post journal for any bank interest & charges etc.;
 - d. Agree all deposit/ savings account balances to bank statement; accrue/ post interest receivable;
 - e. Agree loan balances to bank statements;
 - f. Ensure compliance with loan covenants and escalate if covenants are likely to be breached.

Frequency: weekly/ monthly
5. Petty cash
 - a. Obtain reconciliation of month-end balances from Purchasing team and review for completeness.

Frequency: monthly
6. Intercompany balances
 - a. Agree intercompany balances between the charity and OMS and resolve any differences;
 - b. Apportion expenditure between the charity and the trading company in accordance with their service level agreement.
 - c. To assist with Joint venture reporting and financial reporting for all investments.
7. Creditors
 - a. Download list of balances from creditors ledger and agree total balances to the control account;
 - b. Review balances and follow up any credit balances for missing invoices or duplicated payments.

Frequency: monthly
8. Control accounts
 - a. Ensure all payroll control accounts have been reconciled and any reconciliation differences are investigated and cleared;
 - b. Ensure balances in suspense and mis-posting accounts are investigated and cleared.
9. Taxation & dividends
 - a. Prepare and submit VAT return for OMS Limited.

Management & Financial management

10. Management Reporting
 - a. Prepare monthly management accounts including variance analysis and commentary.
 - b. Lead on month-end close procedures ensuring all journals are prepared and posted accurately and on time.
 - c. Maintain fixed asset register and reconcile cost to nominal ledger
 - d. Calculate depreciation and post;
 - e. Periodically verify asset register to substantiate asset.
 - f. Maintain monthly balance sheet reconciliations ensuring all accounts are fully supported.
 - g. Produce monthly departmental reports and work with budget holders to support financial understanding and ownership.
 - h. Prepare cashflow forecasts and monitor actual cash position against projections.
 - i. Assist in the preparation of reports for Trustees, senior leaders and external stakeholders.
11. Budgeting
 - a. Load annual budget in accounting system;
 - b. review and agree budgets with budget holders;

- c. Liaise with admin to ensure all events have a budget if event is not budgeted in the annual financial plan.

12. Reporting

- a. Investigate any significant variances to budget and follow up with budget holder;
- b. Prepare and distribute reports to budget holders;
- c. Prepare income and expenditure reports for senior management team and Trustees;
- d. Prepare and distribute cashflow reports to manage cash position and ensure compliance with the terms & conditions of all bank accounts and facilities.
- e. Prepare financial reports SOFA and balance sheet on a monthly basis for management reporting.

13. Year End Audit

- a. to assist with year end audit by providing the Trial Balance (TB) and financial records for audit testing.
- b. To provide balance sheet reconciliations and supportive documentation for bank balances, capital expenditure, loans and other balance sheet items.
- c. to post year end journals and close sage financial period

Frequency: monthly/ weekly/ ad hoc

Income

To ensure timely input and completeness/ accuracy of CRM/ donations databases and Accounting records for the following areas:

- 1. Giving – including donations & offerings on weekdays and Sundays, standing orders, bank transfers, on-line donations & telephone donations by card payment, cash, cheques or CAF vouchers;
 - a. Maintain the database of donors to ensure sufficient audit trail for names, addresses and contact details of donors;
 - b. Maintain a data archiving process such that donor information is easily retrieved for inspection;
 - c. Data entry into donations database(s)
 - d. Preparation and posting of journal to nominal ledger ensuring correct ledger code(s) & department(s) are used for unrestricted/ restricted funds.

Frequency: weekly (high volume, average transaction value - low)

2. Gift Aid

- a. Maintain the database of donors to ensure that gift aid declarations are sufficient to support gift aid claims;
- b. Preparation and posting of journal to nominal ledger of Gift Aid receivable (reversing journal)
- c. Reconciliation of receipt to claim following up any discrepancies; preparation and posting of journal for gift aid received.
- d. Provide reports with details of all gift aiders.

Frequency: monthly (low volume, high value)

3. Income from Academy of learning courses, events & conferences

- a. Counting & banking of receipts, following up any discrepancies
- b. Process card payments
- c. Preparation and posting of journal to nominal ledger

Frequency: ad hoc/ weekly

4. Income by post

- a. Counting & banking of receipts, following up any discrepancies;
- b. Preparation and posting of journal to nominal ledger.

Frequency: daily

5. OMS – trading income including income from car parks, venue hire, sales of merchandise, catering (e.g. take-away), advertising etc.
 - a. Counting & banking of receipts, following up any discrepancies
 - b. Invoicing of car parking, venue hire and despatch of invoices
 - c. Process card payments
 - d. Preparation and posting of receipts by way of journal to nominal ledger
 - e. Follow up any discrepancies between amount invoiced and received, or between amounts received and banked.

Frequency: weekly/ monthly

6. Reporting
 - a. To report on income revenue streams and provide analysis

Expenditure

Ensure timely input and completeness/ accuracy of Accounting and other records for the following areas:

1. Oversee the purchasing process and Accounts payable including:
 - a. Purchase orders and requisitioning to ensure properly authorised in accordance with delegation of authority;
 - b. Extract list of authorised invoices earmarked for payment from A/P and prepare payments list for input to Lloyds link (BACS payments) or prepare cheques for signing for non-BACS payments;
 - c. Check accuracy of input by reconciling Lloyds link payments list to list extracted from A/P (step c above);
 - d. Submit Lloyds link payments for approval by bank signatories;
 - e. Reconcile supplier statements to supplier accounts in creditors' ledger and resolve any differences;
 - f. Cover payments when required for accounts payable clerk.
 - g. Review Credit cards postings and ensure correct posting and accounting in Sage.

Frequency: daily input to A/P; weekly payment run

2. Payroll
 - a. Obtain payroll header sheet from HR, prepare & post payroll journal to the nominal ledger;
 - b. Post bank payments for payroll to payroll control accounts and liaise with HR to reconcile payroll control accounts, identify and correct any differences;

Frequency: monthly

3. Payments by standing orders and direct debit
 - a. Maintain list of all regular payments by standing orders or direct debit
 - b. Prepare and post journal for standing order/ direct debit payments

Frequency: monthly

4. Petty cash
 - a. Issue petty cash advances and re-imbursements ensuring cash advances/ vouchers are authorised;
 - b. Ensure recipient signs to confirm receipt of petty cash;
 - c. Ensure petty cash box is stored securely in the safe outside petty cash dispensing hours;
 - d. Use petty cash vouchers to prepare and post petty cash expenditure in nominal ledger; cash advance should be recorded as an advance to the individual pending receipt of expense analysis; confirm petty cash re-imbursed equals amount advanced less sum expensed;
 - e. Request cash re-imburement to the value of the sum of petty cash vouchers and expenditure from petty cash advances;

- f. Reconcile petty cash in box to nominal ledger balance and write-off/ back any differences

Frequency: administration - ad hoc; posting & reconciliation – monthly;

Frequency: monthly

5. Mortgage interest

- a. Maintain list of all mortgage payments;
- b. Obtain from bank a list of mortgage payments for the financial year with each payment split by capital repayment and interest payable;
- c. Prepare and post journal expensing interest payable and capital repayments against loan.

Frequency: monthly

6. Capital expenditure

- a. Ensure capital expenditure is authorised by trustees;
- b. Prepare and post journal for capital expenditure.

Frequency: ad hoc

General

It is expected that this team supports the Income team during peak workflows e.g. on Monday/first working day in the week and at special events/ conferences when a count requires additional resources.

Working Together

14. Provide general assistance, support and cover in the day to day operation of the Finance Department, developing sufficient knowledge to provide cover temporarily for the key responsibilities of other finance staff within the department;
15. Training and support budget holders in financial procedures and budget management.

c) Financial management:

Acting with Integrity

1. Facilitate timely preparation of monthly/quarterly/annual finance reports & returns ensuring that all necessary procedures have been completed to agreed deadlines.
2. Support the Head of Finance and other colleagues as well as lead on annual and interim audits, month-end and end of year financial processes, reports, returns and procedures to all stakeholders including regulatory bodies and agencies.

d) People management

Working Together

1. Train and support Finance staff and volunteers (if required);
2. Deliver robust performance management ensuring clarity of division of responsibility.

e) Customer Service Standards

Aiming for Excellence

1. Develop, communicate and maintain customer service standards and levels in accordance with Ruach City Church's AWARE values to deliver service excellence.
2. Deliver and promote customer service which is welcoming, professional, helpful and efficient approach to staff and volunteers when dealing with all personnel on the telephone, face-to-face, by email and through all communication forums.
3. Ensure customer confidentiality and compliance with data protection in handling personal information.
4. Deal with complaints or complex cases effectively.
5. Participate in achieving service standards and key performance indicators / goals.

6. Act as a role model in service delivery.
7. Represent the organisation in a professional manner in all activities and in line with organisation values.

f) General:

Aiming for Excellence

1. Demonstrate behaviours which promote Ruach City Church's AWARE values in all areas of the role, procedures and processes.
2. Proactively identify problems/challenges directly relating to Ruach City Church services and offer creative solutions for them.
3. Comply with Ruach City Church's health and safety policy, reporting any matters of concern to the Health and Safety representative.
4. Comply with Ruach City Church's data protection policy, reporting any matters of concern to the Data Protection Officer.
5. Promote the interests of Ruach City Church, its networks and its policies in all areas of work.
6. Undertake personal and professional development as required for the role. Keep abreast and up-to-date with professional development issues, legislative changes and best practice.
7. Carry out any other duty commensurate with this role at the request of the Head of Finance or Senior Management.

Working Together

8. Attend staff meetings and training and other meetings as appropriate to the role.

Acting with Integrity

9. Ensure 'best value' by ensuring staff resources (employees and volunteers) are deployed effectively and efficiently.

Respecting each Other

10. Promote Ruach City Church's Equality and Diversity policy and practices in all aspects of duties in relation to donors, visitors, staff, volunteers, contractors, consultants, customers and general public.

Job Dimensions

Staff:	1 FTE
Stakeholders:	<ol style="list-style-type: none"> a) All employees b) RCC Partners and other volunteers c) Suppliers and contractors d) General public and visitors e) Regulatory and statutory bodies e.g. HMRC
Budgets:	None
Assets:	Operational responsibility for finance equipment and resources
Volumes:	<p>4 worship centres: Streatham, Kilburn, Walthamstow & Birmingham [with Norbury under development]</p> <p>Income – c.£2.8m</p> <p>Expenditure – c.£2.7m</p> <p>Net assets/ reserves: c.£15m</p>
Legal or compliance:	Ensuring compliance with financial regulations and legislation including data protection and health & safety.

PERSON SPECIFICATION

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	Essential	Desirable
Qualifications & Knowledge		
Part-qualified or fully qualified (AAT, ACCA, CIMA, ACA or equivalent) OR qualified by experience	✓	
Good working knowledge of Excel to intermediate/advanced level	✓	
An understanding of information requirements related to financial control	✓	
Understanding of accounting in the context of a charity (e.g. fund accounting)		✓
Knowledge of financial and management accounting ideally in the context of a charity	✓	
Strong Excel skills (pivot tables, v-lookups / x-lookups, formulas)	✓	
Experience		
2+ years relevant accounting experience (management accounting or financial accounts)	✓	
Experience of producing clear financial information and analyses	✓	
Practical experience of reconciliations and double entry bookkeeping	✓	
Experience of delivering service excellence to donors, staff, volunteers, suppliers and stakeholders	✓	
Experience and evidence of developing and implementing initiatives to deliver an effective and efficient service by managing a team	✓	
Working knowledge of Sage, Xero, ThankQ or similar accounting/CRM software	✓	
Skills		
Ability to problem solve, delivering clear solutions/outcomes and make good judgements	✓	
Good communication skills oral and written	✓	
Ability to prioritise a conflicting workload efficiently and achieve demanding deadlines	✓	
Excellent time management, organisational, planning and implementing skills	✓	
Proactive in identifying problems or areas in need of improvement and providing solutions to foster continuous improvement to systems and processes	✓	
Proficiency in a range of desktop software packages including Microsoft Office specifically Excel and Word to intermediate/ advanced level	✓	
High level attention to detail, accuracy and ability to organise and prioritise workloads of a team	✓	
Ability to establish and maintain good working relationships at all levels of the organisation	✓	
Team player with the ability to work well with others in a multi-denominational and multi-site context, and contribute to a positive team environment.	✓	

	Essential	Desirable
Ability to identify and manage financial risk	✓	
Highly motivated, able to work independently to high standards and under own initiative	✓	
Commitment		
<u>Professional/Policies</u>		
Commitment to deliver excellent customer service	✓	
Demonstrate and promote Ruach City Church's AWARE values in all areas of work and role	✓	
Adhere and promote Health and Safety and Data Protection legislation and policies	✓	
Adhere and promote Ruach City Church's equality and diversity policies	✓	
Commitment to work consistently to accepted practice, policies and procedures	✓	
Commitment to demonstrate and promote strict confidentiality and data protection principles	✓	
<u>Personal</u>		
A lifestyle in choices, words and practice demonstrating characteristics that are in harmony with Christian values, including reliability and integrity	✓	
Agreement with Ruach City Church values	✓	
Demonstrates a commitment to the process of continuous improvement and positive change	✓	
Willingness to travel between Ruach City Church locations and wherever reasonably required for the role	✓	