# Job description

**Job title**: *Management Accountant*

**Team**: *Finance*

**Department:** *Finance*

**Job location:** *Andover with 1-2 days WFH each week*

**Reports to:** *Head of Finance*

## Overall purpose

Macular disease is the biggest cause of sight loss in the UK, with around 300 people diagnosed every day. The Macular Society is the only charity determined to beat the fear and isolation of macular disease with world class research, and the best advice and support.

To support people affected by macular disease now, the Macular Society provides a range of support, information and services. Our research programme is focused on finding new treatments and a cure to Beat Macular Disease forever.

## Organisational chart

This role reports to Head of Finance and manages 2 Assistant Accountants and a Finance Assistant.

## Our values

We will beat macular disease by…



### Making It Happen - we are Ambitious

### Showing We Care - we are Supportive and Caring

* Knowing Our Stuff - we have Integrity and we act Honestly

## About the role

* Review and approve month-end journals and Balance Sheet reconciliations prepared by junior accountants
* Prepare monthly management accounts and perform variance analysis
* Oversee and sign off weekly payment runs and ensure accuracy and timeliness of payments
* File quarterly VAT returns and submission for payment before the due dates
* Act as a trusted finance business partner to support the Society’s fundraising and research strategies and activities
* Support Head of Finance to review, document and implement process improvements and internal financial controls
* Support Head of Finance in annual audit and budgeting processes
* Participate the preparation of Society’s annual financial statements
* Any other duties / ad-hoc support where required

All our team members are expected to comply with Macular Society terms and conditions, rules, policies, procedures, codes of conduct, quality standards, authorisation processes, risk management policies and relevant external regulations.

**About you**

1. You will be committed to equality, diversity and inclusion in all aspects of our work.

2. Have an open and collaborative approach to work, helping us to achieve our Knowing our stuff value by working with integrity, making informed decisions to be the best we can be to Beat Macular Disease.

3. Be able to act with empathy, we provide a caring, approachable and supportive environment for all – we Show We Care by listening to each other and working together.

4. Be ambitious in your approach to help Make Things Happen, we are progressive yet supportive, and brave in our actions to make the progress that is needed to Beat Macular Disease.

5. Be happy to work in an organisation that puts those we support first, advocate for the Macular Society at all times, and be comfortable that all members of the team are fundraisers.

Specifically for this role you will have:

*•* Accounting qualification (CIMA, ACCA, or ACA qualified)

• Exceptional analytical and Excel skills, including Pivot Tables, Lookups, etc.

• Experience using accounting software. Working knowledge of Sage Intacct is highly desirable.

• Excellent verbal and written communication skills with the ability to interact at all levels of internal and external stakeholders

• Excellent critical thinking and problem-solving skills, and attention to detail

• Ability to multi-task, think creatively, and learn quickly

• Exceptional organizational skills

Knowing Our Stuff

* Experience of process improvements and internal financial controls
* Good influencing skills and a can do and hands on approach

Making It Happen

* Ability to manage diverse and demanding workloads.
* Ability to work independently under own initiative and cooperatively as part of a team
* Ability to multitask and prioritise multiple projects and work streams.
* Strong IT skills including Word, Excel, PowerPoint, Outlook.

Showing We Care

* Excellent team working and collaborative working skills and the ability to develop effective partnerships.
* Commitment to high standards in all areas of work.

Eligibility to work in the UK:

Proof of identity and eligibility to work in the UK.

## Volunteering:

From time to time you may be asked to support / volunteer your time (TOIL available) at Macular Society events that take place outside of normal working hours.

## Safeguarding:

The Macular Society is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.

You are required to carry out other such duties as may reasonably be required, relevant to the role.

This job description is accurate as at the date shown below. In consultation with you it is liable to variation by the Macular Society to reflect or anticipate changes in or to the role.

**Annual leave:** 26 days plus bank holidays (pro rata for part time)

**Based:** Andover/Hybrid/Remote

**Contract Type:** Permanent Full Time

**Date of evaluation: September 2024**