Assistant Management Accountant

Working with us is awesome!
We see first-hand the importance of focusing on the life in our days not the days in our life. As such we recognise that to be happy in life you need to feel supported, content, motivated, passionate and have fun in the work you do. So, with that in mind, we have flexible working arrangements to support the other things going on in your life. You will have a minimum of 35 days leave, including bank holidays, and an additional day off for your birthday (all leave is pro rata for part time staff). We have a broad range of special leave support ranging from adoption to pawternity leave (no that's not a spelling mistake; you have leave when getting a new pet!). We pride ourselves on our fair and transparent pay. In addition, we provide a contributory pension scheme as well as enhanced sick pay. Your wellbeing is essential. We provide an extensive wellbeing programme which includes a free employee assistance programme and a health cash plan. Your opinion also matters so we regularly ask for your input and feedback on how we can improve and on key organisational initiatives. We are here for the whole community and we value the diversity everyone brings to our team. We want you to grow, so we will support you with your learning and development throughout your career with us. As a charity, we are all about pre-loved and sustainable retail and, at all our sites, we care about the impact we are having on our environment. The key thing though on why working with us is awesome is simple: you will make a difference to peoples' lives. You will enable care and support to be given to people when they are feeling at their most scared and vulnerable.

Our Mission is Simple
To provide outstanding care and support to the community of North Devon who are impacted by a life limiting illness.

Finance Department Vision
Our aim is to provide accurate, timely and meaningful financial information to enhance decision making throughout the organisation. Working as business partners with teams and individuals, we seek to improve financial understanding, promote accountability and support the effective use of resources. We aim to be proactive, creative and supportive in our approach helping to ensure the long-term financial sustainability of the hospice.

It is important to us that all our colleagues:

- Act as an ambassador for the hospice
- Show deep motivation to make a real difference to our patients and their families
- Are kind
- Are honest, open and operate with integrity
- Are personally accountable and take responsibility for their own actions, decisions, performance and professional development
- Approach their role with fun, positivity and a growth mindset – and want to learn
- Are not scared to try new things and know that to succeed, sometimes they will have to overcome obstacles to achieve the best outcome for the hospice
- Are proactive in seeking out the information they need to do their job and in sharing information with their colleagues to enable them to do their jobs
- Listen and communicate effectively, calmly and constructively, adapting their approach to the needs and concerns of others
- Are collegiate and act as 'One Team', working in collaboration with their colleagues within and outside of their team
- Understand the impact of their emotions on themselves and others
- Show empathy when noticing unsettling emotions in others
- Speak up when they have worries or concerns and take appropriate action if their values are compromised
- Are open about when they have made a mistake and are proactive in resolving it

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- Value and respect others and promote equity, diversity and inclusion

To succeed in this role, you will have:

- AAT Level 4 qualification , or AAT level 3 qualification with relevant experience and knowledge equivalent to Level 4
- Experience of assisting with the preparation of monthly management accounts
- A good understanding of accounting principles, including accruals, prepayments and balance sheet reconciliations
- Strong numeracy and analytical skills, with excellent attention to detail
- Strong Excel skills, including the ability to use formulas, pivot tables and other functions to analyse and present financial information.
- The ability to investigate financial discrepancies and resolve problems
- Good organisational skills and the ability to manage competing priorities and meet deadlines
- The ability to work independently, using initiative whilst recognising when to seek guidance
- Good communication skills, with the ability to explain financial information clearly to colleagues
- A proactive and flexible approach, with a willingness to support colleagues across the Finance team
- Self-motivation and the ability to work effectively as part of a team
- A willingness to learn and develop new skills

In this role you will be responsible for:

- Preparing accurate and timely draft monthly management accounts for review by the Head of Finance
- Preparing month-end journals, reconciliations and supporting financial information
- Monitoring financial performance against budgets, investigating variances and highlighting areas of concern
- Supporting the Head of Finance with annual budgeting, forecasting and financial reporting
- Maintaining accurate financial records and supporting effective financial controls
- Assisting with the preparation of annual statutory accounts and external audit requirements
- Identifying opportunities to improve financial processes, systems and reporting
- Maintaining sufficient knowledge of payroll procedures to provide emergency cover for the Payroll Officer
- Providing support and cover across the Finance team as required

Management Accounting:

- Preparing draft monthly management accounts in accordance with agreed deadlines, for review by the Head of Finance.
- Preparing and posting month-end journals, including accruals, prepayments and other adjustments
- Preparing bank and control account reconciliations, investigating and resolving discrepancies as required
- Reviewing income and expenditure against budgets, investigating significant variances and providing explanations to the Head of Finance
- Maintaining the monthly management accounts preparation schedule, ensuring assigned tasks and reconciliations are completed within agreed deadlines and identifying any unusual transactions or potential errors.
- Preparing financial reports for departmental managers and assisting with the explanation of budget variances and financial queries.
- Supporting the annual budgeting process, including gathering financial information, preparing budget schedules and assisting with the review of departmental budgets.

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- Preparing and reconciling intercompany transactions between the hospice and its trading subsidiary, ensuring balances are accurately recorded.
- Assisting with the preparation and updating of financial forecasts
- Preparing financial information and analysis as requested by the Head of Finance
- Supporting the monitoring and reporting of restricted funds, ensuring income and expenditure are appropriately recorded
- Assisting with the preparation of management information relating to the hospice's retail operations and trading subsidiary
- Supporting the preparation of annual statutory accounts, including reconciliations and audit working papers
- Ensuring financial records are maintained accurately and in accordance with agreed procedures

Finance:

- Maintaining accurate financial records within Sage Intacct and other relevant financial systems
- Reviewing and reconciling income from retail, fundraising, lottery and other activities
- Preparing and reconciling monthly payroll journals and employment costs, working with the Payroll Officer to investigate and resolve discrepancies
- Maintaining accurate and up-to-date legacy records, including monitoring progress, recording expected income and updating information as appropriate
- Liaising with solicitors, executors and other relevant parties to obtain updates, progress outstanding legacies and resolve queries
- Ensuring legacy income is accurately recorded and reconciled within the financial system, including supporting the appropriate recognition of income in the management accounts
- Preparing regular legacy reports and updates for the Director of Finance, highlighting significant developments, outstanding matters and anticipated pipeline.
- Supporting the preparation of VAT returns and other financial returns as required
- Maintaining fixed asset records and assisting with the reconciliation of capital expenditure
- Checking financial transactions are correctly coded and authorised in accordance with the hospice's financial policies
- Investigating discrepancies and assisting with the resolution of financial queries
- Supporting the preparation of regular and ad hoc financial reports
- Identifying opportunities to improve the efficiency and accuracy of financial processes
- Maintaining sufficient knowledge of the hospice's payroll systems, procedures and pension arrangements, including NHS pensions, to provide emergency cover for the Payroll Officer when required
- Undertaking periodic payroll training and familiarisation to ensure the ability to provide effective cover in exceptional circumstances
- Providing cover and assistance to other members of the Finance team when required

Your competency framework – you will:
Strategic Thinking and Setting Direction

- Proactively promote and engage in change and model the changes expected
- Work with colleagues and other professionals internally and externally to critically analyse practice and use evidence and feedback, both positive and negative, to identify options, risks and solutions
- Look ahead and track changing priorities, integrating information from multiple sources, analysing the impact, appropriately escalating risks and issues and acting on emerging opportunities quickly and decisively

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Sharing the Vision and Delivering the Service

- Have a flexible approach and establish ongoing plans to deal with the more complex and difficult issues
- Support, coach and mentor others, asking questions to empower them to work out the answers for themselves, enabling the team to perform at its best, sharing learning to build success within and beyond the team
- Contribute to shaping future plans together with the team, linking tasks to organisational goals, being mindful of resources
- Understand and interpret relevant legislation and accountability frameworks

Leading People

- Pay close attention to what motivates individuals in your team so that they can channel their energy so they deliver their objectives
- Employ strategies to manage conflict of interests and differences of opinion
- Give people the belief that change is achievable and that their contribution matters, encouraging the team to identify problems and solve them
- Demonstrate that the health and wellbeing of your team are important to you
- Encourage the team to deliver on the shared purpose, as much as on their individual objectives, looking out for opportunities to celebrate and acknowledge high standards

In addition we will ask you to:

- Promote diversity and inclusion in all that you do
- Complete statutory training in accordance with hospice requirements
- Participate in personal development and review processes
- Adhere to all organisational policies and procedures
- Actively participate in the hospice risk management process in order to help safeguard the welfare of patients, visitors and staff and to take responsibility for reporting risks and managing risks as appropriate
- Follow good infection control practice at all times and maintain an up-to-date knowledge of the infection control policies, procedures, and guidance relevant to your area of work

The small print: -

- This job description may be reviewed in consultation with you and in light of any changing service requirements
- The job description is not exhaustive; other duties commensurate with the post may be required from time to time

November 2026