

MANAGEMENT ACCOUNTANT EASTLEIGH, HAMPSHIRE

Vocational Training Charitable Trust (VTCT) is a specialist awarding organisation (AO) and current market leader in the Hair and Beauty sectors. Launched in 1962, it offers vocational and technical qualifications, including apprenticeships, in a range of service sectors.

As a market leader in the creative industries, VTCT has a strong commitment to its core charitable objective: the advancement of education in the UK and internationally for over 100,000 learners and apprentices.

The Management Accountant will assist the Head of Finance in monitoring and reporting against divisional and departmental budgets including variance analysis and engagement meetings with the budget holders. The role will support in producing VAT returns and ensuring ongoing VAT compliance. The job holder will also assist on all other aspects of financial management including year-end accounts, annual budget, taxation, payroll and the regular monthly routine.

Reporting to the Head of Finance, responsibilities will include:

- Managing 2 direct reportees; 5 when deputising for the Head of Finance.
- Assisting in providing accurate and timely management accounting services to agreed service levels for the Board, Directorates and budget centres involving income/expenditure of circa £10 million per annum.
- To be responsible for preparing VAT returns for both entities in the UK and South Africa and any other territories if required.
- Work with the Head of Finance to monitor payroll functions and develop system knowledge to deputise when required.
- Knowledge of finance policies and procedures with the confidence and gravitas to ensure that these are being consistently followed
- To assist in the annual audit process in conjunction with the appointed auditors to ensure statutory accounts are produced within the required deadlines.
- To help ensure that budgets and management accounts accurately reflect the business activity, that accruals and other adjustments are being made correctly, that variances from budget and other issues are investigated and resolved.
- As the charity is driving through change, it is important that the jobholder is comfortable working at both a hands-on level in finance as well as being able to think strategically, delivering complex financial information to non-financial people.

We are seeking candidates who have:

- Good working knowledge of current accounting software systems and respective ledgers.
- Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock.
- Ability to understand treatment and allocation of transactions in the financial system.
- Understanding of VAT compliance and the implementation of partial recovery calculations in order to optimise tax recovery.
- Ensuring that budget, forecasts and management accounts accurately reflect business activity and that variances for agreed budgets and other issues are investigated, understood and resolved or mitigated.
- Excellent IT skills, particularly Excel.

- Able to report and present complex financial information in an accessible and people friendly way to colleague's members and others who do not have expertise in strategic management and accounts.
- Ability to work on own initiative, prioritise work, handle pressure.
- Strong networking and interpersonal skills. Able to exercise diplomacy and build partnerships and consensus, within teams and among other stakeholders. Ability to effectively communicate complex financial data and information to managers with non-financial expertise.
- Excellent communication; both oral and written and excellent interpersonal skills.
- Experience of preparation of management and annual accounts, business analysis and management information and the development, maintenance and monitoring of management information systems and procedures.
- Ability to liaise with statutory agencies e.g. Charity Commission, Inland Revenue and H.M. Customs & Excise.
- ACA/ACCA/CIMA part Qualified Accountant - relevant graduate qualification and/or equivalent business experience.

It would be desirable for the candidate to have:

- Knowledge of SORP/SOFA, charitable finance regulations and key strategic finance reporting.
- Use of Hansa Financial Package.
- Significant experience in direct management and control of a minimum £5m turnover operation.
- Use of MHR iTrent Payroll system including understanding PAYE/NI reconciliations and posting in to the financial system.
- Knowledge of International Taxation and treatments including within and outside the European Union – Reverse Charge knowledge.
- Experience of Supervision/Team leadership.
- Experience of acting as a deputy in a finance function including payroll, PAYE, NIC, VAT, Payments, banking arrangements, accounts preparation and audit and other accounting transactions, adhering to proper controls and processes.
- Experience of working for a Charity.

If you wish to apply for this exciting opportunity, please send your comprehensive CV including full work and educational history, and a covering letter to recruitment@vtct.org.uk.

Closing date: 9am on Monday 27 January 2020

The group of VTCT companies includes: the charity VTCT through which main Board business and governance is transacted; Digital Assess Software Ltd which is a wholly owned trading subsidiary of VTCT; and EMS Ltd, t/a ITEC, a wholly owned trading subsidiary of VTCT.