

**Job Description**

**Job Title: Management Accountant**

**Reports to: Director of Finance and Operations**

**Role overview**

This is a key role in contributing to the financial sustainability of the charity and improving our budgeting and reporting processes. Working with the Finance Director and managing a small team, you will contribute to the smooth running of the Finance function for the Trust.

**Main responsibilities**

* Month end and year end accounting; calculating accruals, prepayments, and recharges.
* Support cash flow management
* Support budgeting and forecasting process
* Assist when required with fee administration
* Managing the company’s fixed asset register.
* Liaising with external payroll provider and dealing with internal payroll queries.
* Assist with preparation of statutory and management accounts as required.
* VAT Returns and tax reconciliations where required.
* Line management of our small Finance Team and assisting with technical queries when necessary.
* Ensuring compliance with financial regulations.
* Provide ad-hoc analysis to support business decisions and reporting requirements.
* Work with Finance Director to review and improve financial systems and processes.

**As a Red Balloon Employee**

* Communicate and collaborate with colleagues across the organisation to ensure students receive high-quality support and input to facilitate individual progression.
* Be committed to safeguarding and promoting the welfare of young people and commit to its policies and philosophy.
* Ensure all work performed/ duties undertaken must be carried out in accordance with Red Balloon philosophy, and government legislation.
* Be flexible in role duties, and carry out any other duties commensurate with the position that falls within the general scope of the job, as requested by Red Balloon

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| **Person Specification**  |
| **Qualifications and Experience**  |
| Experience in a management accounting role in a small/medium-sized organisation | Essential  |
| Professional certification (ACCA,CIMA) or equivalent experience.  | Essential |
| Proficiency in Excel, confident IT skills (Knowledge of Xero would be an advantage but not essential) | Essential  |
| Strong analytical and problem-solving skills | Essential |
| Experience working in a charity, school, or not-for-profit organisation advantageous but not essential | Desirable  |

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| **Attributes and personal qualities** |
| * Excellent communication skills
* Ability to maintain personal and professional boundaries;
* Suitable to work with young people, to include an enhanced DBS check;
* Excellent attention to detail;
* Good time management and organisation;
* Flexible and adaptable;
* Self-starter and team player;
* Approachable, with a positive attitude.
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| **Red Balloon staff commitment**  |
| * Safeguard and promote the welfare of students;
* Abide by the philosophy and practice of Red Balloon;
* Foster good working relationships with colleagues across Red Balloon Educational Trust;
* Attend staff meetings and in-service training (INSET);
* Provide feedback to colleagues, commissioners and parents/carers as required;
* Undertake professional development.
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