

JOB DESCRIPTION

Job Title	Assistant Management Accountant
Department	Finance
Reporting to	Financial Accountant
Line Manages	N/A
DBS/BD/PVG	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Level of check required	Basic DBS
Location	Avonmore Road, London W14 8RR

About Independent Age

Independent Age is a national charity founded over 150 years ago with a clear mission to ensure that as we grow older, we all have the opportunity to live well with dignity, choice and purpose.

We achieve this by providing free impartial information and advice on the issues that matter most as we grow older, and work within communities to connect people, places and services to reduce isolation and loneliness. We also act as a catalyst for positive policy change by challenging the underlying causes of discrimination and inequality.

At Independent Age we live by our values and EDI principles.

Our Values are that we are:

Purpose-driven - *the experience, needs and views of older people are central to everything we do*

Compassionate - *we listen, care and take action*

Expert - *our work is evidence-based and solution-focused*

Collaborative - *we work in partnership to maximise our impact*

Accountable - *we work with integrity and transparency*

Inclusive - *we value diversity and always treat everyone fairly with dignity and respect*

Our EDI Principles are that we will:

- proactively challenge ageism and all other forms of discrimination throughout all our work.

- celebrate and champion diversity within and outside our charity and create a culture where everyone knows that they belong.
- develop our leaders so that they can act as role models and champions to our staff so they can embrace these principles and apply them in their work.
- deliver equity of opportunity for our staff, volunteers and the people who use our services whether they have a protected characteristic or not.
- ensure our strategy, policies and actions are integral to our annual planning processes to ensure that we deliver our goals and that our values are central to their delivery.
- commit to setting minimum target indicators for diversity and regularly review progress.
- collect data to enable us to track our progress.
- be publicly accountable and transparent about our progress.
- use our influence to proactively champion the principles of EDI internally and with external partners.
- continuously improve, adopt best practice and learn from and share with others.

Job Purpose

To work with and support the two Finance Officers to ensure a tight and accurate month-end close, with all accounts reconciled.

Key Responsibilities

- Oversee accounting processes for all income and expenditure to the charity, proposing process improvements where appropriate.
- Responsible for ensuring all aspects of Sales ledger and Purchase ledger are complete, accurate and up to date.
- Responsible for ensuring any payments due to the charity are received in a timely fashion.
- Manage all bank accounts including daily reconciliation of main bank accounts (and monthly reconciliations for accounts with few transactions).
- Undertake and document completeness of, timely monthly balance sheet account reconciliations for all balance sheet accounts, CRM and finance system (reconciliation, income suspense account clearance and resolution of any differences
- Undertake regular reconciliations of income to sources, e.g. to outsourced income contractors' reports, where appropriate.
- Ensure that all cheques are banked at least weekly and are kept securely at all other times.
- Oversee the transfer of income data files from the CRM system to the finance system.
- Liaise with Fundraising to ensure that properly documented procedures are in place for the correct and prompt handling, including coding (liaising with the Finance officer – Expenditure where necessary), of all such income.
- Prepare any nominal ledger journals – ad hoc, recurring and reversing – required for the proper recording of income transactions.
- Assist with Annual Financial Statements and audit preparation, providing information to the auditors and support with queries.
- Manage the charity's Gift Aid claim processing, including test checking of each claim, ensuring that these are made at agreed intervals.
- Work with the Head of Finance to ensure that all other tax reclaims relating to income received are processed accurately and in a timely manner.
- Ensure systems notes and procedures are documented within the Finance Procedures Manual, working with other team members to ensure consistency.

- Propose and implement systems improvements as appropriate.
- Work closely with and provide cover for the Finance Officers during periods of absence.
- Any other duties commensurate with the grade and responsibilities of this post.

General Responsibilities

- Undertake any other duties commensurate with the level of the role.
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
- Contribute to our fundraising effort by embracing opportunities to fundraise yourself, to promote fundraising and to support the fundraising team.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Use the charity's resources efficiently and effectively to ensure that our financial resources are demonstrably used for the benefit of our service users.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.

PERSON SPECIFICATION

- Bookkeeping qualification and / or part-qualified accountant or equivalently qualified through working experience.
- Strong Excel skills and broad working experience skills in other Microsoft Office packages.
- Excellent communication skills including the ability to explain financial matters to non-financial colleagues.
- Ability to prepare clear and concise written and verbal reports.
- Experience of using computerised finance systems, including generating reports.
- Experience of Sun and Vision systems (Q&A) an advantage Experience of Salesforce an advantage.
- Experience of working in the charity sector with an understanding of reserves, restricted funds, grants and fundraising.
- Ability to organise, and prioritise, own workload.
- High degree of attention to detail and ability to check own work.
- Ability to set and work to deadlines.
- Strong commitment to our values and our values-led behaviours.
- A demonstrable passion for, and affinity with, our cause.