



MANAGEMENT ACCOUNTS ADMINISTRATOR

JOB DESCRIPTION

Job Title: Management Accounts Administrator

Salary Range: £20,000 - £25,000

Reports to: Management Accounts Team Leader

Location: Bristol

Who are we?

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 30 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse and it's about to get even better. As well as employment services, we work with kids in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

What we need?

We need a Management Accounts Administrator to assist with the operation of the management accounts team by supporting with the admin functions and undertaking other duties when required, ensuring budget holders are fully supported.

To act in a customer focused manner ensuring any issues are resolved in a timely manner or escalated appropriately.

To stand-out you need to champion and embrace change, balance the empathy of a charitable heart with a commercial edge, and be willing to learn and collaborate with others.

Are you right for the job?

- Do you have experience of working in a Finance department?
- Do you have a strong track record of achieving targets?
- Do you work well in a team and stay focused under pressure?
- Do you have strong organisational skills?

Person Specification

Job Title: **Management Accounts Administrator**

(E = Essential D = Desirable)

Core competencies

- Embraces change and drives continuous improvement **(E)**
- People centred in a commercial framework, takes accountability for results **(E)**
- Demonstrates a passion to further the charitable aims of the organisation and acts with integrity **(E)**
- Collaborates and unites with others behind the organisations mission **(E)**
- Provides a best in class service to all customers internal and external **(E)**

Technical competency (qualifications and training)

- AAT qualification or actively working towards AAT or sufficient qualification by experience **(E)**

Experience

- Relevant previous experience in administration duties. **(E)**
- Ability to undertake tasks on own initiative, operating administrative procedures and systems effectively. **(E)**
- Previous experience working within a transactional/ledger team of a Finance Department **(E)**
- Previous experience in working to tight deadlines and maintaining accuracy **(E)**
- Commitment to customer service **(E)**
- Willingness to act as an ambassador for the finance department **(E)**
- Good communications skills, both orally and in writing **(E)**
- Commitment to personal development **(E)**
- A corporate team player – able to focus on the good of the broader organisation, and the clients we serve **(E)**
- Basic understanding of the needs and aspirations of disabled and disadvantaged groups. **(D)**
- Previous use of Agresso Finance software **(D)**

Skills and Attributes

- Good working knowledge of computer software packages particularly those in the Microsoft Suite i.e. Word, Excel, PowerPoint and Outlook. **(E)**
- Ability to analyse data, systems and processes and identify effective and efficient solutions to any problems encountered. **(E)**

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| <ul style="list-style-type: none"> • Knowledge of Finance Software (D) |
| Personal qualities, communicating and relating to others <ul style="list-style-type: none"> • Commitment to Customer Service (E) • Ability to work with accuracy and within deadlines (E) • Good organisational skills. (E) • Self-motivated and able to work independently (E) • Good interpersonal, presentation and influencing skills with ability to build and maintain rapport with clients from a range of backgrounds. (E) |
| Safeguarding <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • This post requires a Criminal Records Bureau disclosure at Basic level of CRB required. (E) |
| Other <ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E) • A desire to work within the Charity Sector (D) • Willing to travel as necessary (E) |

Main Duties and Responsibilities

1. To deliver the finance activities as below on contracts co-funded by the Big Lottery Fund and the European Social Fund
2. To be the Management Accounts lead for the collation and production of the quarterly claim to the commissioners. To provide an effective and efficient claims review and administration service, ensuring that accurate and timely claims are submitted to the Contract Manager in line with our contractual obligation
3. To prepare and assist in the preparation of monthly management accounts and financial analysis on a timely basis. This will include the preparation of accruals and prepayments to produce accurate and reliable financial information for specific areas to operational colleagues and external providers
4. Reporting and analysing variances of expenditure to budget on a monthly basis. Identifying, investigating and understanding why variances have occurred and, when appropriate, assisting budget holders to mitigate budgetary risk and meeting with Budget Holders as required
5. Attending joint monthly meetings at other locations with internal operational colleagues and external partners to build relationships and provide financial support, assisting the Contract Manager in challenging

contract performance to ensure we remain on track to achieve the agreed targets

6. To assist in the development of appropriate systems, both computerised and manual, to ensure correct “audit trails” are maintained and records kept updated.
7. To provide admin support to the Finance Team as required, including the collation of the gift aid information, ensuring that the claim is to be submitted to HMRC in a timely and accurate manner.
8. To work with the Contract Compliance and Quality Teams to ensure the quality assurance of the Shaw Trust administrative systems and processes that relate to the claims.
9. To handle customer and staff enquiries and communications by phone and e-mail.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures including training on ESF and Big Lottery funding.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of ‘The Health and Safety at Work Act 1974’ and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust’s efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust’s safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised

course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.
8. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
9. Recycle and manage energy within your environment.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.