

JOB DESCRIPTION

Job Title:	Management Accountant	Date Reviewed: September 2023
Reports To:	Finance & Resource Director	
Responsible For:	No direct line reports	
Principally Relates To:	CEO, Finance & Resource Director, Marketing & Development Director, Strategic Projects Director, Content & Experience Director, Operations Director (ECM & ESD), Head of Visitor Services (ECM & ESD), Head of Customer Service & Communications, Financial Accountant, Finance Assistant.	
Purpose Of the Role:	To provide useful and timely information to give insight and support organisational performance and decision making. To prepare, develop and analyse financial information for the charity ensuring accuracy at all times. To provide additional capacity to support Finance team objectives.	

Main areas of responsibility:

Accounting and Reporting

- Using Microsoft Excel to extract data and prepare draft monthly management accounts from Pegasus Opera accounting software.
- Identify and propose any adjusting journals, for review by the Finance Accountant and Finance and Resource Director and incorporate all corrections and changes to produce a final version for distribution to Chief Executive, SLT and Board.
- Review and, in conjunction with Finance and Resource Director, finalise the monthly management accounts and share information to colleagues as appropriate.
- Produce and issue the weekly performance graphs.
- Liaise with the Finance Director regarding all regular and ad-hoc reporting requirements from Access Gamma
- Propose and develop improvements/revisions to existing reporting templates etc.

Planning

- Assist the Finance and Resource Director with the annual budgeting process.
- Assist the Finance and Resource Director with the bi-annual re-forecasting process and all strategic planning activity.
- Monitor cost efficiencies and effectiveness and recommend alterations which will enhance Eureka!'s financial position.
- Support departmental managers in driving up revenue, improving profit margins and saving costs by proactively, or at the request of managers, undertaking ad-hoc financial analysis of existing and potential activities.

Internal Audit

- Assist the Finance and Resource Director with the development and improvement of financial processes and internal controls.
- With the Finance and Resource Director develop and undertake a programme of internal audit to ensure adherence to processes and controls.
- Coordinate Shop and Café stock takes with operational managers

General

- Respond as required to all queries from the organisation and input, as appropriate, to business cases, funding bids and internal and external reporting.
- Observe all health and safety procedures to minimise risk.
- Provide contingency cover for the Finance Accountant and Finance Assistant on all key tasks.
- Any other duties that may be expected of an Accountant.

Special Features

- Working some weekends, as required
- Working at Eureka! Science + Discovery, Wirral as required.

Details of Education Required and Qualifications Needed

- 5 GCSE grade A-C or 9-5 inc. Maths and English
- AAT qualified and/or ACCA/CIMA part-qualified

Details of Special Skills/Experience/Aptitudes Needed

- Previous experience of working in a finance department or in a finance role
- Highly proficient Microsoft Excel/spreadsheet skills
- Experience in Access Gamma, desirable but not essential
- Excellent interpersonal and communication skills,
- Be able to effectively communicate to non-financial managers.
- Ability to work in a hands-on manner in a busy environment.
- Demonstrable initiative and problem-solving skills
- Charitable/non-profit sector experience, desirable but not essential