

JOB DESCRIPTION

Job title: Lead, Management Accountant

Location: Remote working (UK based)

Managed by: Head of Finance and Organisation Development

Salary: £35,000 - £38,000 per annum (pro-rated), dependent on experience

Contract: Permanent, Part-time (2 days per week)

BACKGROUND:

Consumers International is the only global membership organisation bringing together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers.

We work with our members and partners, across national borders to address critical, systemic global issues that impact and involve consumers. Representing and empowering consumers, we are their voice in international policy-making forums and the global marketplace to shape a world where everyone has access to safe and sustainable products and services.

Working for Consumers International provides the opportunity to build solutions and partnerships to address the foremost marketplace issues and opportunities at global scale.

PURPOSE OF THE ROLE:

The purpose of the role is focused on generating and developing monthly management accounts information and providing insight and direction to the Director General and Leadership Team. Reporting directly to the 'Head of Finance and Organisation Development', the Management Accountant will play a key role across the business in improving data capture and improving reporting across the team. This role will be on a part time basis of 2 days a week.

This role will suit someone who is looking to join a small, dynamic and growing organisation to help streamline our management reporting processes to provide timely and accurate financial management information. Systems experience with 'Microsoft Dynamics 365 Business Central' accounting package would be an added advantage.

KEY RESPONSIBILITIES

- Preparing monthly management accounts, including comparatives to budgets, trends and forecasts
- Compiling Balance sheet reconciliations
- Facilitating use of Power BI to generate Management accounts pack
- Preparing quarterly Project 'Income and Expenditure' reports for Project Managers

- Preparing interim/final financial Project reports for submission to Funders
- Preparing quarterly VAT returns
- Providing accurate and timely financial information to support the organisational financial strategy and decision-making process
- Ensuring all transactions are recorded, filed and reported correctly
- Streamlining and improving accounting systems, controls and process environment
- Reviewing and updating current suite of organisational policies
- Preparing annual budget
- Preparing supporting schedules for Annual audit and working with external Accountants to assist in the preparation of annual financial statements

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS	CRITERIA
EXPERIENCE	<ul style="list-style-type: none"> • Experience of managing financial ledgers, systems and processes • Experience of preparing management accounts and budgets in a similar sized charitable organisation • Experience of charity sector accounting • Prior use of 'Microsoft Dynamics 365 Business Central' accounting software and Power BI, an advantage
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent organisation and time management skills • Able to work at pace and to deadlines • Strong IT skills, particularly in Excel, and the ability to manage large amounts of data • Excellent oral and written communication skills with the ability to explain complex financial information in a clear way • Possesses strong interpersonal and teamwork skills, with the ability to work with colleagues at all levels, including non-finance members of staff • Excellent levels of written and verbal communication skills • Keen and strong problem solver with a good eye for detail • Numerical and methodical skills and commercial awareness • Hardworking, enthusiastic, resilient and proactive • Comfortable working alone and as part of a team, able to make things happen
KNOWLEDGE	<ul style="list-style-type: none"> • Charity accounting and good understanding of Charities SORP
EDUCATION/ TRAINING	<ul style="list-style-type: none"> • Qualified CIMA/ACCA/ACA
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Commitment to the aims and objectives of Consumers International • Able to thrive in a multicultural, highly collaborative, and agile work environment • Good organisational representative • Outstanding collaborator, with the ability to build strong relationships internally

OUR VALUES

The Consumers International team strives to live the following values:

Leadership	<ul style="list-style-type: none">• Making tough trade-offs to ensure we deliver against strategy.• Charting a path forward – listening to other perspectives, while being independent of those perspectives.• Self-starting, motivated to put ourselves in leadership positions and drive forward pieces of work.• Striving to bring others with us – colleagues understand the direction we are taking and our reasoning. Viewpoints are sought at key moments and delivery is orientated around the strategy.
Inclusivity	<ul style="list-style-type: none">• In delivering our strategy, creating the space to listen and understand views, and diversity of participation and representation.
Caring	<ul style="list-style-type: none">• Caring about the career development and success of our colleagues and how our team collaborates together.• Caring about the future of consumers and members and achieving impact for them through our strategy and change agenda.
Innovation	<ul style="list-style-type: none">• Pursuing new creative ideas that have the potential to change the world.
Agility	<ul style="list-style-type: none">• Adapting quickly in response to opportunity.
Efficiency	<ul style="list-style-type: none">• Generating the greatest impact for the least effort. Keeping it simple and systemising for efficiencies.
Excellence	<ul style="list-style-type: none">• Delivering work to the highest standards with professionalism and integrity. The quality of work is evident to all.
Passion	<ul style="list-style-type: none">• Passion for a safe, fair, and sustainable marketplace for consumers drives our impact and the achievement of our organisational goals.• Engaging with energy and excitement.

EMPLOYEE BENEFITS

Consumers International employee benefits include:

- 27 days holiday, plus bank holidays (pro-rated for part time roles)
- Pension (employer contribution fixed at 5.25%, minimum employee contribution 3.75%)
- Life insurance cover of x2 annual salary
- Long term illness insurance
- Employee discounts on goods and services

APPLICATION

If you are interested in this position, please share your CV and a covering letter with recruitment@consint.org

Your cover letter should explain clearly how your skills and experience relate to the criteria detailed in the person specification section of the job description.

We will be reviewing applications on an on-going basis until Sunday 8th September 2024.

We look forward to hearing from you and thank you in advance for your time.

This is a description of the job as it is presently constituted. It is the practice of Consumers International to review job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, Consumers International reserves the right to insist on changes to your job description, after consultation with you.

Consumers International is an equal opportunities employer with a policy to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice.

Updated: January 2024