

Job Description

Management Accountant – Programmes

Purpose of the role

- Ensure that management reporting and financial management tools are fit for purpose, helping to support a culture of continuous improvement and best value.
- Model our incoming donations and grant commitments to ensure our income is used in a timely and effective way.
- Deliver a best-in-class business planning and budgeting process that leads us into delivering on our strategic plan.
- Support grant programmes and our innovation and evaluation agenda in:
 - Assessing the finances, financial plans and financial reporting of organisations applying for, or gaining, financial support.
 - Assessing the incremental return vs marginal investment in, and value for money from, our grants and grant programmes.

Key Accountabilities

Support organisational grant-making:

- Provide Motability with high-quality data analytics and reporting that drives evidence based decision-making, to maximise impact and value for money.
- Support any shift in operating model, particularly where Motability operates through others or in partnership, so that Motability maintains clear sight of its impact and value for money.
- Support Motability in maintaining and improving an open and high performing culture, focused on beneficiaries and the difference that Motability can make for them.
- Undertake financial due diligence on high value grant applications – ensuring that organisations applying for a grant are financially robust and that any finance-related risks are identified.
- Ensure that financial evidence submitted in a grant claim meets the grant's purpose and relevant award conditions.
- To work with the Grants Programmes team to develop finance conditions for grant awards to organisations, including the timing, amount and structure of payments

Financial Planning and Analysis:

- Engage with the Head of Finance and senior managers across Motability to deliver a shared understanding of future income, and to introduce planning methods to rapidly flex the organisation to meet the uncertainties in such income forecasts.
- Support the preparation of business cases within the organisation for capital and revenue initiatives.
- Support the preparation of projected yearly financial statements.

Budgeting and Forecasting:

- Include grant expenditure elements as part of collaborative annual business planning and budgeting process, to ensure delivery of the business and financial strategy and reforecasts as required by the business.

Project Work:

- To be an active member of the Finance Transformation project team: remit to cover structure of data held (for example, databases, Chart of Accounts), efficient end-to-end processes in terms of data capture, subsequent processing and surfacing information, to provide meaningful output for statutory and management information purposes.

Accounting and Performance Management:

- To deliver a monthly financial reporting process that is timely and accurate, that also engages with Heads of Departments (budget holders), building on, and developing, existing reporting.
- Support the Management Accountant in the production of monthly management accounts, to deadlines, for review by the Head of Finance and Finance Director. Identify key variances and issues affecting financial performance, whilst looking for improvement opportunities.
- To develop and deliver a suite of financial performance metrics in line with best practice as required by the business.

Other:

- This role works closely with senior management within and beyond Finance. The role includes other tasks as may arise from time to time that are appropriate to the role.
- To provide input to the Financial Controller in areas such as processes and efficiencies, governance and Internal Audit.
- To provide input to the Head of Finance regarding structures of budgets and the alignment of actual costs to them and any related issues (for example, the creation of new codes).

Qualifications, Training, Professional Memberships or Accreditations

Essential:

- Fully Qualified ACA/ ACCA/ CIMA.
- Strong academic record to degree level.

Desirable:

- Relevant post-graduate qualification is beneficial.

Capabilities Profile – Technical Skills/Knowledge

Essential:

- Budget preparation, forecasts and cost variance analysis.
- Preparation of financial business cases.
- Good understanding of relational databases and data warehouses.
- Sage 200 accounting package experience.
- Microsoft Excel – intermediate to advanced level.

Desirable:

- Experience of charity fund accounting, grant accounting, partnerships and allocation mechanisms.
- Some exposure to value for money and impact studies.
- Has experience of one or more ERP / ERM systems.

Capabilities Profile – Leadership, Management or Personal Skills/Knowledge

Essential:

- Excellent communication skills. Delivered successful working relationships that have seen end users engage with finance agenda and increase their ability to manage their department's financial position.
- Able to work confidently with a range of stakeholders, such as with senior managers across Motability, on operational and financial data, to agree impact measures whilst also able to support managers with their business case or research an applicant charity's finances.
- The intellect and interest to engage effectively with the complexities of measuring multi-factorial outcomes and impact, and determine the financial value of outcomes and impact.
- Ability to communicate key financial messages and influence management action.
- Contribute to a culture of active learning and continuous improvement.
- A collaborative working style that seeks learning from outside the organisation.

Reporting line

Reports to: Head of Finance.

Key Interfaces:

- Finance Director.
- Head of Impact and Evaluation.
- Head of Grant Programmes.
- Finance departments of grant applicants/ recipients.
- Other Motability directors and heads of departments.
- Financial staff of applicant organisations.
- Senior members of Finance.
- Internal and external auditors.