



## JOB DESCRIPTION

<b>Title:</b>	Management Accountant
<b>Area of Responsibility:</b>	Finance, Statutory accounts and Audit, & Management Information
<b>Responsible to:</b>	Director of Finance & Operations (DOFO) and/or Co-CEO
<b>Responsible for:</b>	Finance Manager & Team, including shared responsibility for Student Finance
<b>Contract type:</b>	Permanent
<b>Responsibility Grade:</b>	7
<b>Salary:</b>	£35,898 per annum
<b>Location:</b>	Flexible with regular visits to the CAT Eco Centre near Machynlleth
<b>Hours:</b>	37.5 Hours/week
<b>Working Days:</b>	Usually Monday to Friday, 9am to 5pm. Occasional weekend and evening working.
<b>JD Date:</b>	14 January 2025

## ABOUT THE CENTRE FOR ALTERNATIVE TECHNOLOGY

The Centre for Alternative Technology (CAT) is an internationally renowned environmental charity, a world-leading eco centre, and one of the foremost providers of postgraduate environmental education in the UK, based near Machynlleth in Powys, Mid Wales.

CAT provides inspiration, education and training in solutions to the climate and biodiversity emergency.

Key activities include a visitor centre where groups can see solutions in action, residential short courses, vocational training and postgraduate degrees in a wide range of sustainability-related topics, with online courses and events offered alongside in-person learning.

## OVERVIEW OF ROLE

The role is a key part of the finance team at CAT as the organisation grows and looks to plan for the future. It reports to the Director of Finance & Operations and/or Co-CEO with line management responsibilities for the Finance Manager and finance team.

Key areas of the role will include: working with the DOFO in the development of management information and reporting; production of monthly reports for the senior management team (SMT); production of reports for the Board of Trustees; forecasting and budgeting; setting targets; expanding the use and efficiency of our accounts software, including integration with other systems, preparation and submission of quarterly VAT returns and supervision of the production of our monthly payroll.

The role includes line management responsibilities for the finance team and shared line management responsibilities for the student finance team.

The role reports to the Director of Finance & Operations and/or the CEO, and will involve working closely with them to monitor, maintain and take forward the development of CAT's finance systems and controls.

In addition, the role includes working with the finance team to produce the annual statutory accounts, preparing for our annual audit, and liaising with the auditors over their work, ensuring that all reporting deadlines (internal & external) are met.

This role is ideally suited to someone who would like to use their accountancy skills and experience as part of a dedicated team working together on solutions to the climate and biodiversity emergency.

The ideal candidate will have 2-3 years' post-qualification experience in a similar role in a charity or other not-for-profit organisation and have strong IT, oral and written communication skills.

## MAIN RESPONSIBILITIES

### Area 1: Management Information

- Line management of the finance team
- Monitoring of bookkeeping and accounting systems to ensure the timely and accurate production of information
- Production of monthly management reports
- Assisting with production of KPIs
- Assisting with the production and interpretation of variance reports
- Assisting with the interpretation of financial and management information including identifying key trends
- Assisting with the development and enhancement of management reports
- Assisting the DOFO with the production of reports for the Board of Trustees

## Area 2: Systems & Controls

- Ensuring that accounting systems and controls are operating efficiently and adhered to
- Assisting with the development and enhancement of accounting systems and controls
- Assisting with the enforcement and ongoing development of our finance regulations

## Area 3: Payroll

- Ensuring that the monthly payroll is prepared accurately and on time
- Ensuring that PAYE/NI returns and payments are made correctly and on time

## Area 4: VAT

- Preparation of the quarterly VAT returns
- Ensuring the accurate and timely submission of VAT returns
- Ensuring that timely payments of any VAT due to HMRC
- Dealing with *ad hoc* queries around VAT compliance at CAT

## Area 5: Forecasting

- Assisting the DOFO with the periodic production and updating of financial forecasts
- Assisting the DOFO with the production of commentaries on the forecasts

## Area 6: Budgeting & Target Setting

- Production of annual budgets for the organisation and individual departments, liaising with departmental managers to ensure budgets are realistic and understood
- Monitoring of budgets during the year
- Reporting on variances
- Reviewing the proposed use of our accounts software for recording and reporting on budgets
- Setting departmental targets
- Monitoring and reporting on actual figures against targets

## Area 7: Student Finance

- Assisting in managing and controlling the aspects of the Student Finance Team roles that directly relate to CAT's finances & accounting
- Liaising with the Student Support Team and the wider Graduate School, in relation to finance matters

## Area 8: Other Responsibilities

- Ad hoc assignments relating to financial matters
- Dealing with taxation matters that may arise to ensure that CAT remains compliant with all statutory requirements
- Assisting with any compliance visits such as HMRC, VAT and PAYE inspections.
- Assisting the DOFO in relation to CAT's banking arrangements.
- Attending meetings across CAT to discuss finance matters and assist with planning
- Other duties that might reasonably be requested relating to, but not necessarily limited to, financial and accounting matters.

PERSON SPECIFICATION			
Description	Essential	Desirable	How evaluated
<i>Education and qualifications</i>			
a Good general level of education	*		Application form and evidence of qualification
b Relevant professional qualification (ACA, ACCA, CIMA, AAT)	*		
<i>Knowledge and experience</i>			
c Experience of working in the third sector	*		Application form, interview and references
d Experience of producing management information	*		
e Experience of working with Accounts IQ software and/or other cloud-based packages with AI capabilities		*	
f Experience of working with Sage accounting software		*	
g Experience of working with Sage payroll software		*	
h Experience of producing statutory accounts in Charity SORP format		*	
i Experience of producing forecasts		*	
j Experience of producing and monitoring budgets		*	
k Good understanding of environmental issues		*	
<i>Aptitude and skills</i>			
l Ability to communicate in Welsh – oral and written or willingness to learn		*	Application form, interview and references
m Good oral and written communications skills	*		
n Good level of numeracy and literacy	*		
o Excellent IT skills	*		
<i>Personal attributes</i>			
p Capability of demonstrating self-motivation	*		Application form, interview and references
q Demonstrate respect for diverse range of people	*		
r Ability to work effectively as an individual, as part of a team and in partnership with others	*		
s Ability to work unsupervised and to direct own work	*		
t Ability and willingness to maintain absolute confidentiality of sensitive information	*		
<i>Circumstances</i>			
u Ability and preparedness to work flexibly	*		Application form, interview and references
v Prepared to travel occasionally to meet post related demands	*		
w Empathy with the ethos and core values of CAT	*		

It is in your own interest that you are explicit in your application about how you meet the stated criteria and responsibilities of the job. You are encouraged to provide relevant and explicit examples.