
Management Accountant

Role Purpose:

Responsibility for Build Africa UK and Group budget development and forecasting. Also responsible for the accurate and timely generation of monthly comparative management reports including Project BVAs, KPIs and donor reports.

Reporting to:	Head of Finance & Resources
Location:	Tower Building, 11 York Road, Waterloo, London
Hours:	Full time
Duration:	Permanent
Salary:	£35,000 to £40,000 per annum, dependent on experience
Child Safeguarding Level:	Enhanced DBS

Responsibilities:

1. Budgeting and Forecasting (15%)

- Develop annual budgets for Build Africa UK (BAUK) and the Group, working closely with the Head of Finance & Resources and other members of the Senior Management Team as well as with the appropriate country office staff members
- Upload detailed budgets in Sun using the various reporting analysis dimensions e.g. nominal, cost centre, projects, donor and cost centre
- Proactively support the mid-year budget review process for BAUK and the country offices
- Assist team colleagues (including country offices) in developing budgets for funding proposals (BAUK and country offices)

2. Management Reporting (30%)

- Generate cumulative comparative reports including a balance sheet on a monthly basis for BAUK and the group
- Generate Budget versus Actual reports including variance reports and provide the necessary narrative in liaison with the relevant budget holders
- Support the Head of Finance & Resources in generating BAUK and Group financial analysis of Build Africa's financial position
- Conduct monthly budget holder meetings to highlight variances and discuss and resolve queries arising from the monthly reports
- Confirm that all overdue staff advances and receivables are expensed in Sun
- Prepare monthly income recognition journals for review and posting on Sun
- Reconcile all Grant Control Accounts monthly, ensuring that the necessary adjusting/correcting entries have been approved and passed on a timely basis

3. BAUK and Group Financial Analysis (10%)

- Support the Head of Finance & Resources and other Senior Management Team members in developing and analysing various income and expenditure scenarios and in generating forecasts to assist in sound management decision making
- Support the Head of Finance & Resources in developing a robust basis for absorbing 'shared' costs

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across funded projects in BAUK and in country offices

- Maintain Key Performance Indicators for the Group and continuously appraise their relevance and effectiveness in measuring business viability and performance across functions

4. Donor Reporting (40%)

- Prepare interim and final donor reports timely and accurately as per donor reporting requirements. Liaise promptly with the respective Managers in the UK and in country on any issues that may arise
- Maintain the integrity of donor reports by validating the coding for both income and expenditure transactions
- Reconcile donor reports against the relevant Sun funder/control account balances. Pass correcting journals if any in Sun before reports are submitted to donors
- Alert the Head of Finance & Resources to risks relating to under/over expenditure, late reporting by partners, control weaknesses or non-compliance with other donor guidelines
- Actively assist in minimising foreign exchange losses on both income and expenditure transactions and flag up potential losses promptly
- Minimise disallowed expenditure and potential losses to Build Africa through active monitoring of expenditure charged against donor funds
- Maintain an orderly and up to date filing system for all grant/donor reports including agreed donor budgets
- Adhere to donor reporting deadlines

5. Other Responsibilities (5%)

- Follow up with the relevant teams to ensure that grant income is received from donors and in line with donor agreements
- Assist in the preparation of BAUK statutory year end accounts and audits, particularly in the preparation of grants schedules, ensuring that schedules are supported by adequate documentation
- Provide support to other team members or cover for other team members during absences
- Perform any other duties that may be reasonably required by the Head of Finance & Resources

Person specification:

1. Qualified or Part Qualified Accountant with extensive relevant experience
2. Recent experience of Sun Accounts and Q&A
3. Experience of preparing and analysing multi-dimensional management accounts
4. Experience of developing and monitoring budgets in an international NGO setting
5. Experience of working in a multi-donor funded context
6. Experience of donor reporting to Statutory donors, Trusts and Foundations
7. Experience of donor reporting in a multi-currency environment
8. Ability to generate and analyse financial information for key decision making
9. Ability to work on own initiative
10. Ability to use MS word and other MS applications. Numerate and proficient in using Excel
11. Good communication skills (written and verbal)
12. Ability to work within a small team