

ADVERT

MANAGEMENT ACCOUNTANT – PART QUALIFIED



Are you a partly qualified accountant with a positive can-do attitude and the drive to become an integral member of the team behind Team England? You will have responsibility for the day-to-day management of all financial transactions and become involved in the project management of a new finance system roll out. In return, you'll get the chance to be part of a great team at an exciting time as we make our final preparations for Birmingham 2022.

COMMONWEALTH GAMES ENGLAND (CGE)

Our vision is: "Empowering our athletes' success and inspiring personal achievement through the power of sport".

Our values are PRIDE – Performance, Respect, Inspiration, Diversity and Excellence.

Our Key Strategic Priorities for the Birmingham 2022 Cycle are:

- Deliver Team England success in the Commonwealth and Commonwealth Youth Games
- To support the values of, and positively influence the Commonwealth Movement in the UK and internationally
- To promote the success, profile and importance of English Commonwealth Sport
- To be one of the most effective, respected, best-governed and well-managed sports associations in England and the Commonwealth

MANAGEMENT ACCOUNTANT – KEY ATTRIBUTES

- Partly-qualified accountant (CIMA, ACCA or equivalent)
- Strong finance systems experience, ideally with Sage or other similar systems
- Ability to translate 'finance speak' to colleagues at all levels
- A strong team player comfortable working with autonomy
- Highly organised with strong planning skills
- Flexible approach as you will be joining just before or during the implementation of a new finance system
- A positive can-do attitude with the drive to become an integral member of a small organisation

KEY RESPONSIBILITIES

Monthly Management Accounts

- Accountability for preparation and finalisation of the monthly management accounts and accounts pack
- Preparation and processing of journals, accruals and prepayments
- Variance Analysis

Day to day management of all financial aspects of the business, incorporating:

- Credit control
- Sales ledger
- Bank reconciliations
- Purchase ledger – processing purchase invoices and expense claims; preparation of weekly payment schedules

- Payroll - accountability for monthly payroll process at CGE (presently 10 staff)
- Reconciliation of balance sheet accounts
- Assist in the production of annual operational and Games budgets
- Assist with statutory accounts
- VAT - quarterly VAT returns
- Business partnering support
- PAYE settlement agreement (annual)
- Ad hoc reporting as requested by Head of Finance, Administration and Governance

KEY TERMS

- Accountable to the Head of Finance, Administration and Governance
- Based in Holborn, Central London
- Salary range of £30,00-£35,000 depending on experience
- Competitive pension contributions
- 25 days annual leave plus public holidays

EQUAL OPPORTUNITIES POLICY

Commonwealth Games England is an equal opportunities organisation and is committed to providing equal opportunities to all employees and potential employees. This includes the recruitment, selection, training, work conditions and career management/ promotion of employees. Commonwealth Games England opposes all forms of unlawful and unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, sexual orientation, marital status and civil partnership, gender reassignment, religion or belief, and disability and is committed to eliminating discrimination and harassment in the work place.

PERSON SPECIFICATION:

Qualifications/ Knowledge/Experience	Essential	Desirable
An understanding of sport in England, the UK and internationally, particularly the objectives of the Commonwealth Games		✓
Partly Qualified accountant and current member of an accounting body with a minimum of 3 years' experience in a finance role	✓	
Proven experience in day-to-day financial management, with practical experience of preparing management accounts and VAT returns	✓	
Proven experience in implementing and monitoring highly effective and efficient financial controls	✓	
Experience with implementing new finance systems		✓
Skills		
Excellent planning and organisational skills	✓	
Excellent verbal and written communication skills	✓	
Ability to resolve issues/ problems swiftly and calmly	✓	
Ability to handle pressure, manage unexpected events in a stressful situation	✓	
Expert user of finance / other IT systems including Sage (or similar) and Excel	✓	
Behaviours / Competencies		
Passion for sport	✓	
Flexibility	✓	
Sound judgment	✓	
Strong sense of team working	✓	

APPLICATION DETAILS

To apply, please go to <https://app.recruitmentrevolution.com/vacancies/view/12352>