

JOB DESCRIPTION

JOB TITLE:	Management Accountant
DEPARTMENT:	Finance / Management Team
REPORTING TO:	Chief Executive Officer
DIRECT REPORTS:	None

Job Overall Objective:

The overall responsibility is to deliver pertinent and timely analysis of financial performance in absolute terms, against prior years and against budget/reforecast with recommendations for follow up actions to facilitate improvements working closely and collaboratively with the financial accountant and the wider finance team.

Key Tasks / Main Duties:

Will take ownership of:

- Carrying out monthly trends and variance analysis covering profit and loss accounts, balance sheets and funds flows.
- Take a leading role in the budget and 3-year plan preparation process including facilitating reviews with senior management, working closely with the Financial Accountant.
- Lead the quarterly reforecast preparation process including facilitating reviews with senior management and the financial accountant.
- Proactively work with and support the COO, Head Office and Centre managers to discuss actions and re-forecast where necessary following regular salesforce data analysis to maximise sales opportunities, review staffing levels and costs to optimise profit levels.
- Preparing and monitoring internal and external financial information relevant to the organisation. This includes budgets, forecasts and actuals to date.
- Prepare meaningful reports for senior management meetings and for board/Trustees' meetings in conjunction with the Group CEO.
- Provision of ad-hoc financial reports and analysis as requested.
- Perform sensitivity analysis on key metrics.
- Work with the CEO and management team on scenario planning and cash flow forecasting.
- Develop and report on key performance indicators, both financial and non-financial.
- Support bid writing and grant application submissions.
- Assist with due diligence on proposed activities.
- Assist with financial modelling and scenario planning of new activities and ventures.
- Work with the Financial Accountant and the management with the development and implementation of new and existing financial systems.
- Participate in other ad-hoc activities as required.

Personal Commitment		
Demonstrate and promote the ASF values in all areas of work and role	✓	
Adhere and promote Health and Safety, equality and diversity, safeguarding / child protection legislation and policies, as well as all other ASF policies and procedures	✓	
Commitment to demonstrate and promote strict confidentiality and data protection principles	✓	
Ability and desire to continually learn and develop	✓	
Growth mindset with the ability to motivate other team members	✓	
To be aware and always adhere to the organisation code of conduct and confidentiality	✓	

PERSON SPECIFICATION

JOB TITLE: Management Accountant

	Essential	Desirable
Knowledge & Qualifications		
Working knowledge of sailing, watersports and / or the outdoor sector		✓
Educated to degree level and / or an equivalent professional qualification - Full Qualification CIMA, ACA, ACCA.	✓	
Must have a full driving licence.	✓	
Be an expert user of Excel, including graphs and waterfall charts.	✓	
Confident user of the Xero Accountancy system.	✓	
At least 2-3 years' experience in a similar role within an SME.	✓	
Skills and Experience		
Demonstrated experience of working in a senior management team.	✓	
Experience of communicating and influencing at a senior level with internal and external stakeholders.	✓	
Be self-motivated and have a practical approach to problem-solving along with attention to detail is essential.	✓	
Have worked across multiple operations and distributed teams.	✓	
Experience of producing and implementing new practices, policies / systems.	✓	
Demonstrated experience of setting and managing agreed budgets.	✓	
Have an enduring and flexible character, with ability to adapt quickly in a changing environment.	✓	
Demonstrated experience of financial modeling.	✓	
Excellent interpersonal skills to develop close working relationships with stakeholders, and able to help non-finance stakeholders understand their performance and consequent actions.	✓	