



Please send applications with CV & cover letter to recruitment@galvmed.org

Position: Full Time, Permanent

Start Date : As Soon As Possible

Closing date for applications: 16th April

Salary: £34k - £38k depending on experience

JOB DESCRIPTION
JOB TITLE & DEPARTMENT:
Management Accountant
LOCATION:
Edinburgh, UK
REPORTING LINE & KEY INTERFACES:
<u>Reports to:</u> Finance Manager
<u>Key Interfaces:</u> GALVmed staff (including project and administrative staff, CEO and Directors), finance team, external partners (e.g. bank, suppliers, auditors), funders
KEY ACTIVITIES (what are the job specific activities)
<p>Project Finances</p> <ul style="list-style-type: none"> Projects – regularly liaise with project staff and portfolio department providing financial project support through the preparation of project reports & analysis and attending project meetings. Responsible for delivering the budgeting and forecast process, including the organisation’s core budget. Funders – satisfy complex funder reporting requirements including programme reconciliations. Data – data manipulation and analysis. <p>Month End Reporting</p> <ul style="list-style-type: none"> Responsible for production of monthly management accounts and drafting of narrative for Finance Report and any other ad hoc reports. Liaising with international offices on local transaction reporting. Preparing monthly key account reconciliations & assist with day to day processing, including the preparation of the payment run. <p>Audit</p> <ul style="list-style-type: none"> Involvement in the year-end process, including preparation of statutory accounts, supporting audit information and liaising with external auditors as required. <p>Other</p> <ul style="list-style-type: none"> Responsible for preparation of international payroll. Support implementation of processes and controls. Support the Finance Manager with ad hoc duties as required.
ACCOUNTABILITIES (WHAT ARE THE KEY ACCOUNTABILITIES/RESPONSIBILITIES TO ACT OF THE JOB HOLDER)
<ul style="list-style-type: none"> Accountable to the Finance Manager Responsible for all project reporting Responsible for month end processing including reconciliations and preparation of monthly reports Responsible for the preparation of funder reports and analysis (overseen by the Finance Manager) Responsible for the preparation of the year end statutory accounts and the audit file (overseen by the Finance Manager) Responsible for the preparation of international payroll (overseen by the Finance Manager and external payroll advisors) Establish relationships with professional advisors, bankers and auditors as necessary
QUALIFICATIONS / EXPERIENCE REQUIRED (IN ORDER TO SUCCESSFULLY CARRY OUT THE JOB ROLE)
<p><u>Essential</u></p> <ul style="list-style-type: none"> CCAB qualified with experience of working in a small finance team, or qualification by experience. Financial accounting packages & IT applications (especially excel) literate to a detailed level Production and presentation of management information (accounts, cash flow forecasting and budgets) Foreign currency experience <p><u>Desirable</u></p> <ul style="list-style-type: none"> Experience of preparing SORP-compliant charity accounts Detailed working knowledge of Sun systems version 6.3 (or later version), Vision Excel or other complex finance & reporting systems. Delivery of institutional funders requirements <p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> Excellent communication skills - inter-personal and presentation Highly organised with a strong focus on planning Attention to detail, with a methodical and logical problem-solving approach Ability to work flexibly, under time constraints and unsupervised Patience and understanding of rapidly changing work requirements