

# **Management Accountant**

Recruitment Pack

October 2018

Deadline: Noon on Tuesday 30 October 2018

**[londoncf.org.uk](http://londoncf.org.uk)**

# About Us

**The London  
Community  
Foundation**

We're passionate about London, its people, its communities and its vitality. But we also know it's a place that can exclude and marginalise. We want to improve the lives of the most disadvantaged, and build a stronger and more vibrant London for everyone.

We believe grassroots organisations hold the key. Charities, social enterprises and groups that spring from the communities they're trying to help often have a deep understanding of the gaps that need filling. Many are set up or run by people who have specialist knowledge from years of living within those communities. They know what works and what doesn't, how to gain trust, meet people's needs and build lasting relationships.

But while there's a lot to gain from grassroots beginnings, community groups can struggle to keep going. Often surviving on the passion of dedicated volunteers, it can be hard to find the time, resources and support they need to grow opportunities. We're here to harness ideas and talents in the community to tackle deep-rooted problems that can't be solved elsewhere.

We do this by advising and directing philanthropists, companies, trusts and public bodies to target investment towards projects that are changing Londoners lives. And we help the people who run them find the funding they need. We spot bright ideas that make a big impact, so we can confidently invest in work that's truly effective.

We also help small, grassroots organisations grow. We strengthen and nurture these groups, as well as supporting them with crucial funding. Whether it's advising on sustainability or streamlining the way they work, we believe in sharing our knowledge to help people improve projects so they make an even greater impact.

You can find our more information about what we do, how we do it, and our team on our website, [londoncf.org.uk](https://londoncf.org.uk).

**[londoncf.org.uk](https://londoncf.org.uk)**

# Job specification

The London Community Foundation is seeking a new member to join its team. We're looking for a Management Accountant to join our Organisational Support team and help us to modernise our systems and processes. This is an exciting period of change for the organisation during which we will be implementing a number of strategic changes aimed at making the organisation more effective and maximising our impact. This role will play a crucial role as a business partner to the rest of the organisation, taking the lead on day-to-day finance matters, and supporting the Senior Management Team in implementing the new strategy.

For full details of the vacancy, read on through this pack, and if you have any questions, please email [jointheteam@londoncf.org.uk](mailto:jointheteam@londoncf.org.uk) and we'll do our best to get back to you promptly.

Role Name:	Management Accountant
Reports to:	Director of Finance and Resources
Role Purpose:	To manage LCF's financial processes end-to-end, from transaction entry through to reporting, as the organisations primary resource for day-to-day finance matters. To ensure the accuracy and completeness of LCF's finance and subsidiary systems. To support the Director of Finance & Resources in ad-hoc analysis work.
Contract:	Full time (35 hours per week, 9-5 Monday to Friday), permanent (subject to satisfactory probation period). Note that we will consider applicants wishing to work part time and/or flexibly, with a minimum of 28 hours required.
Salary Range:	£40,000 to £45,000 per annum
Other key benefits:	Defined contribution pension, with employer contributions doubling the employee's up to 10%; 25 days annual leave (plus bank holidays); season ticket loans; childcare vouchers
Application Deadline:	Noon on 30 October 2018
Planned interview date(s):	First interviews are planned for 8 and 9 November (subject to change). Second stage interviews, if required, will be held the following week.

## Key Deliverables

- Overall responsibility for the recording and processing of LCF's financial transactions, including the general, purchase, and sales ledgers.
- Reconciliation and analysis of bank accounts and all balance sheet accounts
- Supporting the forecasting of LCF's cashflow
- Supporting the Director of Finance & Resources in production of the annual budget

- Updating LCF's CRM system and reconciling financial balances between it and our finance system
- Production and submission of quarterly VAT return
- Accounting for LCF's investments, including managing the liquidity of grant making funds available
- Management of administration LCF's financial service providers, including banking, company cards, and investments
- Production of draft monthly management accounts
- Assisting with the production of annual donor fund statements
- Assisting with the production of the annual statutory financial statements
- Oversight of the outsourced payroll function
- First point of contact for financial queries from fundholders, beneficiaries, and colleagues
- Supporting the Director of Finance & Resources with ad-hoc analysis and research
- Any other tasks required from time-to-time which are commensurate with the role

# About You

You will be a dynamic, enthusiastic person with a commitment to supporting communities across London. A charity or non-profit background is not required; what's more important is that you can demonstrate a commitment to our values and have the skills and attitude to have an impact in the role.

You will hold a full CCAB recognised qualification (e.g ACA, CIMA, CIPFA). Some post-qualification experience is desirable, but we will be open to applicants from recently qualified candidates too.

You will be somebody who is willing and able to learn quickly, who thrives in a complex business environment. LCF plays a crucial role bringing together community-based organisations and donors, made up of a mixture of corporate partners, individual philanthropists, statutory bodies, and other trusts and foundations. This brings a complexity that requires a sharp mind, great attention to detail, and flexibility in approach.

You will be flexible in your approach to work and able to cope with a dynamic environment in which priorities can quickly change, able to exercise outstanding personal judgement. You will have a can-do attitude and positive outlook, but also be assertive when you think there's a better way to do something.

As we're a small organisation, the requirements of the role vary in complexity. We're looking for somebody who is able to balance the transactional and analytical elements of the role to ensure both are completed to a high standard. You will be capable of distilling complex information to draw clear conclusions and reports. You will also be capable of communicating financial issues in as clear a manner as possible to a range of audiences.

Finally, you will be someone who thrives in a supportive environment that encourages you to take on new challenges, learn and improve. Your ambition will match ours – to see a strong and vibrant London for everyone.

## Person Specification

- A full accountancy qualified from a CCAB recognised accountancy body (e.g. ACA, CIMA, CIPFA)
- Some post-qualification experience (desirable)
- Knowledge of charity accounting, trading, and VAT rules (desirable)
- A thorough understanding of charity fund accounting (essential)
- Familiarity with the financial reporting standards applicable to charities (desirable)
- Excellent MS Excel skills (for example, confidence in using pivot tables, and using complex formulae to cleanse, reconcile, and analyse large amounts of data)
- Strong analytical skills
- Ability to interpret and report on data.

- Ability to communicate financial information clearly to a range of audiences
- Understanding of costing and budgeting models applicable to professional services providers
- Ability to make consistent decisions, show maturity and strength of character.
- Ability to process information accurately, write succinct reports and work to deadlines.
- An ability to act as a finance business partner to the rest of the organisation.
- A demonstrable interest in London's civil society (though we are open-minded about your professional background)
- Proficiency with IT and computer-based information systems, including CRM systems. Experience of using Sage 200 and/or Salesforce CRM is an advantage but training will be provided.
- Self-starter and team player
- A positive attitude and willingness to get stuck in to tackling problems

# How to Apply

We're committed to a fair recruitment process that ensures we hire the best talent regardless of a candidate's personal background. This aligns with our values, but we also believe that by removing the barriers put up by more traditional recruitment methods, we'll recruit and retain the best talent.

We have therefore partnered with Applied, a recruitment platform that helps us to remove elements of bias from the selection process. To apply for the role, please click the link below:

<https://app.beapplied.com/apply/rmdhgbbx3v>

## Privacy

Note that by completing this application, you will be providing personal information to LCF and to its partner Applied. We only collect data necessary to process and assess your application and will not share it with other third parties unless it is with your permission (for example, in gathering references). Applied will ask you to provide a set sensitive data which will not in any way be used as part of the assessment process, but rather this is used by Applied to help us ensure we're attracting a diverse talent pool. It will only ever be shared with us in an aggregated, anonymous way. You can read [our privacy policy on our website](#), and [Applied's policy on their website](#).

## Selection process

Applications will be reviewed against the criteria set out in this recruitment pack, with the candidates with the best applications invited to interview. The planned interview date is set out at the start of this pack.

The interview will contain a mixture of values and competency-based questions designed to test both your ability to fulfil the role, and your commitment to the aims and values of the London Community Foundation. If there are any additional requirements for the interview, you will be notified at the point at which you're invited to attend. For some roles, there may be additional interview stages, and we'll let you know if that's the case.

Unfortunately, we will be unable to provide detailed feedback on applications from unsuccessful candidates, but we will try to provide at least general feedback to candidates who are shortlisted for interview. We reserve the right to close the vacancy early depending on the volume of applications, so please apply as soon as possible.

---

Unit 1.04 Piano House  
9 Brighton Terrace  
London SW9 8DJ  
T +44 (0)20 7582 5117  
F +44 (0)20 7582 4020  
E [info@londoncf.org.uk](mailto:info@londoncf.org.uk)

**[londoncf.org.uk](http://londoncf.org.uk)**