



Management Accountant
(14 hours weekly 0.4 FTE)
Crew 2000 (Scotland) 32 Cockburn St, Edinburgh EH1 1PB

JOB DESCRIPTION

Responsible to: Chief Executive
Salary Scale: £30,000 (Pro-rata)
Working Hours: 14 hours (0.4 FTE)
Office Base: 32 Cockburn Street, Edinburgh

Crew is a national charity, based in Edinburgh, at the forefront of tackling new and emerging trends in substance use, with a focus on drugs associated with recreational settings. Crew seeks to reduce harm from drug use and improve public health with the input of people who use our services and working with a wide range of local, national and international partners.

Purpose

The Management Accountant will be expected to provide a hands-on, professional and high-quality finance service to staff, the Board of Directors, CEO, the Services and Finance Officer (SFO) and Project Coordinators in Crew and effectively develop and maintain Crew's finance and business services to meet the organisation's needs in fulfilling its mission.

Major Activities and Responsibilities

- Routine variance analysis in conjunction with Project Coordinators and appropriate corrective action as necessary.
- Produce and present Board and finance sub-committee reports and liaise with trustees and sub committees on a regular basis.
- In conjunction with the CEO and SFO oversee and develop robust financial procedures and policies in line with legislation which maximise Crew's efficiency and effectiveness.
- Prepare and develop periodic management accounts and reports providing timely and insightful financial analysis.
- Process routine month end accounting entries in conjunction with the SFO.
- Responsibility for integrity of financial ledgers and trial balance.
- Monitor and manage cash flow on an on-going basis.
- Oversight of monthly payroll.
- Approval and sign-off of bi-monthly supplier payments and staff expenses
- Support the development of the SFO.
- Main point of contact for external payroll bureau, auditor and bankers.
- Company secretariat including OSCR and Company House returns.
- Responsibility for data protection audit and GDPR compliance (Data Protection Officer)
- Produce Annual Report and accounts in line with current legislation and SORP.
- Lead and liaise on annual audit process.



- Prepare and develop the Crew annual budget in conjunction with the CEO and budget holders.
- Prepare regular forecasts and ad-hoc financial reports as required
- Prepare and facilitate quarterly budget review and planning meetings with Project Coordinators
- Produce financial budgets for funding applications along with subsequent monitoring reports
- Maintain records, invoice and fulfil reporting requirements of major funders
- Maintain financial tracking and chart of accounts
- Prepare in advance and attend regular support and supervision meetings with line manager
- Support the work of Crew in covering any reasonable request. Any request that becomes a regular activity will be added to your task description in negotiation with you.

Person Specification

Essential	Desirable
Aptitude/Abilities/Skills	
<p>Excellent verbal and written communication skills Advanced ICT skills including office packages, financial systems</p> <p>Excellent practical financial skills and experience, eg accurate quarterly and year-end financial reporting</p> <p>Ability to co-ordinate and prioritise tasks</p> <p>Ability to develop and implement policies and procedures in line with best practice</p> <p>Ability to demonstrate understanding, interpretation and working knowledge of charity and company law</p> <p>Ability to demonstrate understanding, interpretation and working knowledge of data protection law</p>	<p>Experience of using a CRM/Sales database, eg Salesforce</p> <p>Report writing</p>
Previous Experience	
<p>At least 5 years' experience in a professional finance function</p> <p>Contributing to funding applications including tendering</p> <p>Knowledge and maintenance of financial systems</p>	<p>Charity SORP</p> <p>Payroll</p> <p>At least 1 year's experience of working in the voluntary sector</p> <p>Experience and understanding of Human Resources processes</p>



Experience of implementing data protection compliance	
Education Knowledge	
Part qualified or qualified by experience	CCAB/CIMA Qualification
Committed to on-going CPD	
An understanding of the voluntary sector context	
Attitudes Personality	
Commitment to Crew's non-judgemental ethos and understanding of need to work with people to effect positive changes	
Commitment to organisational values: acceptance, being genuine and empathy	
Ability to respond positively to constructive feedback and improve practice as a result	
Committed and enthusiastic team player	
Other:	
Ability to work flexible hours including evenings with a time off in lieu (TOIL) system	
Ability to balance competing priorities and meet agreed deadlines	
Ability to work under pressure in an extremely busy environment	

Return email: applications@crew2000.org.uk

Please note that this email address will not be monitored until after the closing date. If you have any queries, please email admin@crew2000.org.uk or call 0131 220 3404.

Closing Date: 12 Noon Monday 11th September 2023 - please note that we won't accept applications sent after this time.

Interview Date: Monday 25th September 2023 at Crew, 6 Anchor Close, EH1 1PB