



**Management Accountant
(14 hours weekly 0.4 FTE)**

Crew 2000 (Scotland) 32-32A Cockburn St, Edinburgh EH1 1PB

JOB DESCRIPTION

Responsible to: Chief Executive

Salary Scale: £40,000 (Pro-rata £15,999.99 for 14 hours) plus 5% employer's pension contribution

Working Hours: 14 hours (0.4 FTE)

Office Base: 32-32A Cockburn Street, Edinburgh EH1 1PB

Crew is an award-winning national charity based in Edinburgh. We reduce harms and stigma associated with stimulant drug taking by providing a range of services for young people, their families, friends and communities. Crew acts from a public health perspective with the input of people with living and lived experience.

Our Mission: To reduce drug and sexual health related harms and stigma, improving mental and physical health without judgement.

Our Values:

Accepting: non-judgemental, unconditional positive regard.

Genuine: being genuine and real with each other.

Empathic: understanding other people's journeys.

Justice-focussed: acting to change the balance of power towards justice, equality and human dignity.

Accountable: we trust in our courage to own mistakes and learn from them; we are realistic about what we commit to do, and we do it.

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

Knowledge and maintenance of financial systems Experience of implementing data protection compliance	Experience and understanding of Human Resources processes
Education Knowledge	
Part qualified or qualified by experience Committed to on-going CPD An understanding of the voluntary sector context	CCAB/CIMA Qualification
Attitudes Personality	
Ability to respond positively to constructive feedback and improve practice as a result. Committed and enthusiastic team player. Commitment to Crew's non-judgemental ethos and understanding of need to work with people to effect positive changes. Commitment to organisational values: Accepting: non-judgemental, unconditional positive regard. Genuine: being genuine and real with each other Empathic: understanding other people's journeys. Justice-focussed: acting to change the balance of power towards justice, equality and human dignity.	



Accountable: we trust in our courage to own mistakes and learn from them; we are realistic about what we commit to do, and we do it.	
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 we won’t read or accept CVs.

Please note that we won’t monitor this email address 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 Wednesday 26th November 2025 - please note that we won’t accept applications sent after this time.

Interview Date: Thursday 4th December 2025 at Crew, 32-32A Cockburn Street, EH1 1PB

Crew 2000 (Scotland) is a company limited by guarantee; registered in Scotland, company number SC176635 and a charity also registered in Scotland, SCO 21500. Registered office: 32/32a Cockburn Street, Edinburgh EH1 1PB