**Management Accounts Supervisor**

*‘’Choose a job you love and you will never have to work a day in your life.’’* - Confucius

**VACANCY REFERENCE CODE: 25/2019***Please quote this code on the application form*

**Based:** Calderstones Mansion House, Calderstones Park, Liverpool, L18 3JB

**Reporting to**: Finance Manager

**Salary:** £22,000-£27,000 per annum

**Hours:** 35 hours per week, 30 days annual leave (part time/ flexible working hours will be considered)

**Duration:** Permanent

**About this role:**

*“A writer only begins a book. A reader finishes it.”* – Samuel Johnson

This role calls for an exceptionally highly-motivated and dedicated person who shares our values.This is a diverse role that requires an ability to maintain a financial overview, undertake day to day transactions and be adaptable to the needs of the organisation. This role will give you exposure to the full breadth of the management accounting function.

**Key responsibilities:**

* To support the Finance Manager in managing the core finance function of the organisation including the Community Interest Company trading subsidiary
* Maintain both Sales and Purchase Ledger, ensuring all invoices are dealt with in a timely manner using the Sage accounting system
* Purchase order processing
* Weekly bank reconciliations
* Cash management including weekly payment runs, cash banking and petty cash
* Weekly & Monthly payroll completion
* Pension submissions to pension providers
* Credit Control including liaising with customers to resolve issues
* Reconciliation of supplier statements including liaising with suppliers to resolve issues
* Company credit card processing
* Staff and Volunteer expenses processing ensuring adherence to financial procedures
* Month-end accounts preparation to trial balance including accrual and prepayment journals as required
* Assist with month-end balance sheet reconciliations
* Provide meaningful support and guidance to Finance Assistant
* Support non-finance staff as required including providing advice and guidance on best practise and financial procedures
* Any other duties as directed by the Finance Manager

This is an exciting time to join the Finance Team as we work towards opening Calderstones Mansion House and introduce new income sources for the organisation.

**This role could be for you if you:**

* Are systematic and organised in your approach with an ability to follow things through
* Are good at interacting with people and see finance as an enabler within an organisation
* Are kind, yet bold
* Are comfortable working in a changing environment
* Do what it takes to get the job done
* Can seize opportunities
* Are committed to on-going learning

**Person Specification:**

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| --- | --- |
| Experience | * Proven experience of recording accounting transactions and maintaining accounting records (E) * Experience of management accounts production (D) * Understanding of VAT treatment in a trading and non-trading environment (D) * Experience of working in a charitable organisation (D) |
| Skills | * Excellent interpersonal, communication and listening skills. Able to demonstrate empathy and to be able with to view situations from different perspectives and to work collaboratively with others (E) * Excellent organisational skills with the ability to manage and prioritise workload and meet deadlines (E) * Highly motivated with the ability to work independently, use initiative and solve problems creatively and to take an active approach to personal learning and development (E) * Proven ability to work supportively and effectively within and across teams and build good working relationships (E) * Keen eye for detail and a high level of accuracy (E) |
| Knowledge/ Technical Skills | * AAT qualified to Level 4 or equivalent (or able to evidence considerable experience to support Level 3) (E) * Experience of using Sage Line 50 and Sage Payroll (D) * Good rounded knowledge of financial procedures and processes (E) * Strong understanding of double entry bookkeeping including accruals and prepayments (E) * I.T. literate (Microsoft Word/ Excel) (E) |
| Special Circumstances | * Be able to demonstrate an understanding of the wider work of The Reader Group, and its social mission, values and purpose (E) |

\* E = Essential       D = Desirable

**How to Apply**

**Note**: Please do not just send in a CV. We will only consider applications that follow the following process:

Visit [www.thereader.org.uk](http://www.thereader.org.uk) and select the ‘Get Involved’ tab where you will be able to view the full job description and download an application form. Please complete the application form explaining how you meet the requirements of this role, to [kateharrison@thereader.org.uk](mailto:kateharrison@thereader.org.uk)

**Deadline for applications: 5pm, Wednesday 27th March 2019**

* NB: applications arriving after 5pm will not be considered
* A high volume of applications may make replies to everyone impossible.

**Selection Process:** If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.

A high volume of applications may make replies to everyone impossible. If you have not heard from us by 5th April 2019 then unfortunately your application has been unsuccessful.

Role to start as soon as possible