



**Brain Tumour
Research**

Together we will find a cure

Brain Tumour Research - Job Description

Management Accountant

Overall responsibility for the provision of timely, accurate and meaningful management reports.

Job Purpose:

Reporting to the Director of Finance and Operations, you will be naturally curious and analytical with strong IT skills and good attention to detail. You will possess excellent verbal and written communication skills and the ability to interact professionally at all levels.

The role provides support to the organisation with the timely and accurate provision of management reports and analysis to ensure the charity makes well-informed decisions, based on sound and robust financial information to ensure future growth and success.

Main duties:

1. Produce financial statements including profit and loss accounts, budgets, cash flows, monthly management accounts, providing variance analysis and commentary - including proposing appropriate adjustments (accruals, deferrals, prepayments etc.) to ensure the accounts are presented in accordance with accounting policies.
2. Develop and maintain a robust forecasting model to assist medium and long term financial and organisational planning
3. Lead the production of the annual budget and periodic forecasting
4. Work with Heads of Department to develop relevant information and statistical analysis (KPI's)
5. Regularly review the content of reports and data used for KPI's, revising as necessary to reflect the ongoing needs of the charity
6. Provide management reporting for decision-making, including new business development, project appraisal, evaluation and post-implementation analysis
7. Review expenditure and propose productivity and cost saving initiatives
8. Conduct a regular review of cash flow and produce cash flow forecasts
9. Work with the Financial Accountant and assist the Director of Finance to produce annual statutory accounts and impact reports - support the Director of Finance and Operations to liaise with the auditors and provide financial and other information as required from time to time
10. Develop and implement reporting to identify campaign effectiveness and ROI
11. Support management decision-making with the provision of accurate data to facilitate Return on Investment (ROI) and Key Performance Indicator (KPI) reporting
12. Work with management to identify and satisfy other ad hoc and ongoing reporting requirements
13. Work with the Director of Finance and Operations to develop and maintain a 'standard' set of internal reports to be published on a regular basis
14. Liaise with the Financial Accountant to ensure the integrity of financial data
15. Deputise for the Financial Accountant as appropriate and necessary
16. Review and evaluate capital expenditure requests
17. Participate in Charity and departmental initiatives as well as other ad hoc duties as requested or required from time to time.