

Brain Tumour Research - Job Description

Assistant Management Accountant

Job Purpose:

This role provides support to the Management Accountant with the delivery of the monthly Management Accounts and business analysis to the organisation. You will also have responsibility for providing accurate and detailed reporting on Trust and Foundation and Legacy income to help the organisation make informed decisions.

Reports to: Management Accountant

Direct Reports: None

Location: Milton Keynes, Head Office.

Salary: c. £25k

Contract: Full Time, Permanent

Requisite Skills and Experience:

Advanced Excel skills and attention to detail are essential. Ability to interpret financial information and present to colleagues, including those outside of the Finance Team is also desirable.

Main duties:

- Assist with preparation of monthly Management Accounts including posting of monthly journals
- Responsible for ensuring Just Giving pages are accurately recorded on the database
- Work with the Fundraising team to ensure income is correctly recorded on the database
- Work with Management Accountant to identify and satisfy other ad hoc and ongoing reporting requirements
- Manage Trust and Foundation application data and record all updates in the database and report this to the Director of Fundraising as and when required
- Manage and record Legacy and Pledge details in the database and report this to the Director of Fundraising as and when required
- Liaise with the Supporter Care team and assist as necessary to ensure our supporters are provided with an excellent experience
- Ensure that central administration systems in place at Brain Tumour Research are complied with and that all information relating to the charity and other contacts are correctly entered onto Brain Tumour Research's database.
- Become familiar with and perform occasional financial accounting duties
- To ensure that all relevant charity and other legislation is complied with
- To comply with Brain Tumour Research's internal policies as appropriate

- To undertake any other reasonable duties as required by management.