



**Brain Tumour
Research**

Together we will find a cure

Brain Tumour Research - Job Description

Interim Financial Accountant

Job Purpose:

The Finance Team supports the organisation with internal financial operations and services, financial accounting and compliance activities. This 6-month interim role arises in response to our CEO announcing her retirement, to support the Head of Finance with additional experienced capacity within the Finance Team at a busy period, which will include the charity's year end and audit.

Reports to:

Head of Finance and Accounting

Direct Reports:

None

Location: Head office in Milton Keynes – hybrid working (minimum of 3 days in the office)

Hours: Full-time, (6-month fixed term contract)

Requisite Skills and Experience:

You will have direct experience of financial accounting and control and hold a recognised accountancy qualification (CIMA/ACCA/ACA/CA) or be qualified by experience. You will be experienced in joining finance teams, learning new systems and processes quickly and acting proactively, making an immediate contribution to their work.

The role will encompass the charity's year end and you will be experienced in preparing for a statutory audit and liaising with external auditors to achieve a successful outcome. You will also be involved in monthly financial accounting and control activities, and you will be experienced at coordinating and working towards month end close objectives.

You will possess excellent verbal and written communication and influencing skills and the ability to interact professionally at all levels of an organisation, building positive working relationships across the finance team and wider organisation at all levels.

Previous experience working in a UK charity would be an advantage but is not essential.

Main duties:

1. Work with the Management Accountant to plan and coordinate the month end close process across the finance team, monitoring performance and implementing learning for improvement.
2. Coordinate with the Assistant Financial Accountant on certain day-to-day financial accounting activities.
3. Responsible for month end journals and balance sheet reconciliations including in the areas of bank, payroll, stock, accruals and prepayments.
4. Prepare and submit monthly Gift Aid claims and quarterly VAT returns.
5. Prepare for the year end audit, support the production of the annual statutory accounts and liaise with auditors and respond to their requirements.

6. Work with the Head of Finance and Accounting and Financial Accountant to improve internal efficiency and effectiveness across team operations and processes.
7. Deputise for the Head of Finance and Accounting where necessary and appropriate, and provide cover for other team members when on leave.