This is an exciting new position which provides an excellent opportunity for someone to join a successful organisation with a strong ethical vision and values, and gain highly sought after, credible experience in a busy finance team.

ASDAN is an education charity and awarding organisation providing courses, accredited curriculum programmes and regulated qualifications to engage, elevate and empower young people aged 11 to 25 years in greatest need.

We are looking to appoint a Management Accounting Finance Officer for a 12 month period to the Finance Team. Reporting to the Finance Manager, the Management Accounting Finance Officer will perform a hybrid accounting role – providing a management accounting service for the organisation, alongside being a key team member of the financial accounting team. The postholder will be responsible for providing management accounting insight, as well as supporting budgeting and scenarios work, to enable team goals to be met.

The successful candidate will demonstrate high levels of personal organisation and administrative skills with the ability to meet deadlines, possess good written and verbal communication skills as well as a strong capability of working with the Microsoft Office packages, particularly Excel which is an absolute requirement.

This is a full time role, over 37.5 hours per week, working Monday to Friday. At this point, the majority of our staff are working from home or similar, and candidates should be able to work remotely in a suitable environment; however in the coming months we plan a return to the office in St George, Bristol where this role will be based in some form. Candidates should be able to work at this location, when we are able to return.

**Conditions of Service:**

**Contract:** Fixed Term 12 month contract

**Salary:** £22,300 - Band 2, pt 18

**Hours of work**: 37.5 hours per week; Monday to Friday

**Pension:** Scottish Widows: Post holder has option of two levels: level 1 employee 3%/ employer 6% or employee 6%/ employer 9%

**Leave entitlement:** 24 days in addition to statutory bank holidays

**Location:** Bristol (remote working presently)

Role Description and Person Specification: Please see following pages.

HOW TO APPLY:

To apply for this position please email a cover letter outlining your suitability for the post (you may also attach a CV if you wish) and a completed Application Form marked “Private and Confidential” to personnel@asdan.org.uk. Only applications submitted using this Application Form will be considered.

Within your application outline relevant skills and experience, addressing the key points in the person specification, and provide a clear outline of why you feel you would be a suitable applicant for the position. Closing date: end 30th June.

**For further information about ASDAN please visit our website** [www.asdan.org.uk](http://www.asdan.org.uk)

**JOB DESCRIPTION**

Accountable to: Finance Manager

Responsible for: Management accounting insight, support for budgeting and scenarios work. Financial accounting teamwork & customer service, to enable team goals to be met.

Liaison with: Finance & Resources Director, Finance Supervisor, Key colleagues across the organisation

Directorate: Finance and Resources

Duration of role: 1 year fixed term contract

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**JOB PURPOSE**

To perform a hybrid accounting role – providing a management accounting service for the organisation, alongside being a key team member of the financial accounting team.

**MAIN DUTIES**

1. **Management accounting responsibilities, liaising with Finance Manager and Director:**

To extract regular management accounting information from the financial ledgers into reports, within deadlines, in order to inform key performance indicators, identify trends in product sales, and measure progress against benchmarks.

To conduct deep dives into data to identify linkages between variables and to gain new insights. Such deep dives also inform budget construction, scenario planning and marketing plans for future periods.

When new insights have been identified, discuss with team members and identify whether regular reporting and dashboards can be enhanced by those new insights.

To perform weekly debtor analysis for customer facing teams and to co-ordinate suitable actions across teams, with the Finance Manager, to maximise membership retention and reduce ASDAN’s debt risk. Provide cover for finance officer responsible for credit control as and when required.

To check that the nominal codes are being used correctly and consistently on an ongoing basis, so as to not distort reporting. To identify any anomalies and prepare journals for correction.

To ensure that when we change accounting systems in 2021, there is continuity of provision of information and analysis and that the benefits of increased functionality in the new system are realised. To also undertake audit logic checks to ensure consistent information is being transitioned from one system to the other.

1. **Team role financial accounting responsibilities, liaising with the Finance Supervisor:**

To take part in the monthly rhythm of the finance team, performing a range of financial accounting duties, administration and customer service duties in line with agreed procedures and timescales, assisting colleagues and team members as required.

To work with other colleagues in the Finance Team to meet the needs of members, prospective members, suppliers and other stakeholders of ASDAN, in person, on the phone, by email and by social media. To provide absence cover and assist in providing full coverage of opening hours for customer service purposes.

To perform monthly reconciliation of nominal ledger control accounts for Finance Manager. To prepare deferred revenue spreadsheets and create relevant journals for Finance Manager review.

To prepare meaningful analysis of income and expenditure as required for general purposes, for audit and for transitioning to new ledgers.

To ensure continuity and quality of service in all areas as we synchronise the major changes to IT and accounting systems during 2021. To seek to understand the enhanced possibilities and features of the new accounting system, to experiment with reporting and analysis capability, and to embed the benefits of the new system into custom and practice within the team.

1. **In common with all staff**
2. To support the charitable purposes and achievement of strategic objectives of ASDAN
3. To actively work to secure the sustainability and growth of ASDAN
4. To manage ASDAN’s resources effectively and efficiently
5. To provide agreed standards of customer service to customers of ASDAN
6. To support collective leadership, development and relationship building across ASDAN, and with members
7. To participate in ASDAN’s annual review process and undertake appropriate training and development
8. To effectively promote the safety and well-being of children, young people and all vulnerable individuals, in line with ASDAN’s safeguarding policy.
9. To uphold and promote ASDAN’s equality and diversity policy and practices, respect the unique contribution of every individual and to work positively in an environment that promotes equality and diversity.
10. To ensure awareness of and compliance with all health and safety requirements in accordance with the provision of health and safety legislation.
11. To keep up to date for the execution of the role, with new legislation, procedures and methods.
12. To comply with the requirements of GDPR (General Data Protection Regulation) and follow good practice with regards to the security and confidentiality of information
13. To present an appropriate professional image of ASDAN.

It should be understood that this job description may change as ASDAN develops, following discussion and agreement with the post holder. The post holder will be expected to adopt a flexible approach to ensure the efficient and effective running of ASDAN. The post holder will have full opportunity to discuss and be active in changes or developments.

**PERSON SPECIFICATION**

**Qualifications**

|  |  |
| --- | --- |
| Good GCSE (English and Maths at Grade C/5 or above) or equivalent vocational qualification results | **E** |
| A Qualification which certifies knowledge and achievement in the theory and practice of double entry bookkeeping, at a level at which the holder knows the entries to make in order to correct inaccurate entries. (This will be tested at interview). | **E** |
| Achievement in a higher level qualification which particularly demonstrates the kind of evidence based thinking and logical connection reasoning, which will make best use of the opportunity to bring new insights to data analysis in this role. | **E** |

**Experience Essential (E) / Desirable (D)**

|  |  |
| --- | --- |
| Experience of demonstrating professional and courteous customer service and teamwork | **E** |

**Skills, knowledge and expertise:**

|  |  |
| --- | --- |
| Excellent written and verbal communication skills in English, of a standard which will enable the candidate to apply best practice communications with colleagues, contacts and customers in a business environment | **E** |
| High attention to detail and ability to work to a high degree of accuracy | **E** |
| Ability to communicate effectively with people of all levels and as part of a team | **E** |
| Ability to prioritise tasks to meet deadlines | **E** |
| High level of knowledge & skill in using Excel. Particular skill and knowledge in the “logical”, “text”, “lookup and reference” formulae sets, together with the graphic functionality.Willingness to always use best practice transparent modelling techniques and presentation formats, without the use of macros. | **E** |
| Knowledge and skill in using Microsoft Word & Outlook generally.(PowerPoint is desirable but not essential) | **E** |
| Skills in delivering high quality customer service | **E** |
| Able to take initiative when required and to recognise when it is essential to take advice | **E** |
| Commitment to self-development and a willingness to learn new skills | **E** |
| Ability to adapt to changing circumstances: Able to learn and retain our business processes and knowledge quickly, with the capability to adapt to evolving product and procedure changes readily | **E** |
| Knowledge of GDPR and the Data Protection Act 2018. Knowledge of safeguarding best practice | **D** |
| Knowledge of how an awarding body works within the education sector, and interest in working in the charity sector | **D** |

**Personal qualities for this role**

|  |  |
| --- | --- |
| Highly organised, focussed, with a willingness to show initiative and meet deadlines | **E** |
| Able to be naturally curious, and creative about how things could be further improved, being willing to discuss thoughts in a constructive manner, within an environment of continuous improvement | **E** |
| Professional under pressure, remaining conscious of safeguarding and GDPR principles at all times | **E** |
| Reliable, punctual and committed, with a constructive ‘can-do’ approach | **E** |
| Confident and polite phone manner | **E** |
| To be available to serve our customers throughout our business hours and to provide colleague absence cover as needed | **E** |

**Personal qualities expected of all staff**

* Demonstrable commitment to high standards of customer service
* Highly professional standards of behaviour at all times
* Highly motivated and proactive
* A collaborative team player
* Calm under pressure and in changing circumstances
* Flexible, friendly and helpful
* Able to work positively and creatively, combining a responsible approach to securing ASDAN’s core business and heritage with an entrepreneurial approach to winning and growing new business