



**Sue Lambert Trust**

**JOB DESCRIPTION**

**Job Title:** Management Accountant

**Responsible to:** Chief Executive

**Location:** Norwich

**Hours:** 15 hours per week (open to flexible working arrangements)

**Salary:** £35,000 pro rata based on 37.5 hours per week

**Background Information**

Sue Lambert Trust provides kind, safe, supportive help in Norfolk to those who have ever experienced sexual abuse including domestic abuse.

We provide free, specialist support that enables people to recover, heal and build resilience to face the future. Our support is organized around a three-phased trauma informed approach. Phase One Groundwork is designed to support clients with practical issues as well as providing stabilisation in preparation for counselling. Around 200 clients per year access this service. Phase Two Counselling is the core provision and is delivered by 70+ trained counsellor volunteers working with around 300 clients weekly. Phase Three aims to build resilience and includes interventions such as self-help groups.

We are funded by the Office of the Police and Crime Commissioners Office, Ministry of Justice, National Lottery and several local and national Trusts and Foundations.

With the launch of a new strategy to guide us through to 2026 it is an opportune time to be joining an organization that is ambitious in its support for its clients.

**Job Title**                    **Management Accountant**

**Responsible to:**    **Chief Executive**

**Job purpose:**        To advise the Senior Management Team on all issues around financial sustainability and governance.

To ensure that accurate, timely and comprehensive information on the finance of the organisation is available to the CEO and the Board.

To contribute to a client focussed approach throughout the organisation.

To advise the CEO and the Board on financial matters and strategic financial decisions.

To manage the day to day finances of the organisation including providing financial reports and interpreting financial information to managerial staff with recommendations of further actions.

To ensure that appropriate financial policies and procedures are in place to safeguard the organisation.

**Main responsibilities:**

**Strategic**

1. To provide financial and commercial direction to ensure the organisation is financially viable and developing in sustainable ways, in accordance with the Strategic Plan
2. Manage the preparation of the organisation's budget.
3. To prepare and present financial reports as required and attend Finance Committee meetings and Board meetings when required.
4. To support the Board and CEO to identify strategic financial risks and maintain a register including mitigating actions.
5. To ensure compliance with all relevant financial governance laws related to charities and businesses.

**Operational**

1. To co-manage the Corporate Support Administrator in relation to their financial duties and responsibilities. (This management responsibility is shared with the Business Operations Manager)

**Other**

1. To work with the CEO to promote the organisation to partners, stakeholders and other agencies.

## **PERSON SPECIFICATION**

### **Management Accountant**

The person appointed to this post would normally be expected to meet the following criteria:

#### **Qualifications:**

1. Educated to a level commensurate with the role.
2. Working towards or achieved ACCA or CIMA Professional Qualification

#### **Experience:**

1. Minimum 3 years' experience of working in a similar role
2. Desirable experience of working or volunteering within the third sector or other service provider supporting vulnerable people.
3. Experience of delivering excellent communication and relationship management
4. Experience of financial management with evidence of effective planning, managing and reporting on complex budgets and management accounts with multiple income streams.
5. Experience of organisational development responsibility and reporting to Boards and Committees.

#### **Skills/knowledge required:**

1. Thorough knowledge surrounding financial management and all related governance and compliance.
2. Thorough knowledge of business planning.
3. Knowledge of the third sector
4. Able to lead and motivate staff and volunteers.
5. Sophisticated IT skills including Microsoft Office.

#### **Competencies and personal attributes:**

1. Dynamic/can do proactive approach.
2. Exceptional communication skills, both verbal and written, with proven ability to communicate with people at all levels and to motivate others.
3. Appropriately energized management/leadership style.

#### **Other requirements:**

1. Ability to work flexibly where necessary.

To apply please submit a covering letter and your most recent CV to [recruitment@suelamberttrust.org](mailto:recruitment@suelamberttrust.org).

Deadline for applications is the 30<sup>th</sup> January 2022.