



## SYSTEMS AND MANAGEMENT ACCOUNTANT JOB DESCRIPTION

<b>Job title:</b>	Systems and Management Accountant
<b>Salary:</b>	£45,000 p.a.
<b>Hours:</b>	37.5 per week – Monday to Friday normally 09.00 to 17.00 with occasional evenings and weekends
<b>Reporting to:</b>	Chief Operating Officer (COO)
<b>Location:</b>	Hybrid working between Colletts Farm Office, Dorsington, Stratford-upon-Avon, Warwickshire, CV37 8AU and home
<b>Date:</b>	January 2023

### JOB SUMMARY

The systems and management accountant role requires an experienced and enthusiastic people person to support the charity to deliver the finance function during a period of organisational growth.

The role requires a qualified or near qualified accountant with significant experience in implementing and managing finance systems, along with using the data the system provide to support our internal customers analyse their results and make decisions. The job holder will need to balance both of these distinct activities, giving more or less attention to each at specific times depending on the needs of the organisation.

Key responsibilities include the implementation of a new finance system (and the migration of data to a tight timescale), systems admin duties related to that system, the production of timely financial budgets, forecast and monthly analysis for budget-holders, and providing financial expertise to the fundraising team and to and other projects taking place within the organisation.

This unique organisation currently comprises an interesting mix of forestry, farming, fundraising, leisure and woodland burials. The breadth of commercial and technical skills required will stimulate and reward.

The role will involve significant autonomous working, as well as playing a leading role as part of a small team and requires a passionate ambassador for the charity.



## KEY RESPONSIBILITIES

### Finance duties

#### *Finance Systems*

- Project manage the implementation of a new finance system, including:
  - Ensuring that the new system is effective across all legal entities within the Group.
  - The migration of historical and budget data into the system.
  - Double running of the new and old systems, with checks and balances in place to identify when the full switch-over can take place.
  - Supporting all users through training and specific advice as they first use the new system.
  - Identifying ways in which the finance system can automate currently manual processes to improve both effectiveness and governance.
  - Designing and producing the first set of automated management reports from the system, across entities and business functions.
- Act as the systems admin for the finance system, including:
  - User management and permissions management.
  - Maintenance of the chart of accounts and analysis codes.
  - Period-end closure and post-period adjustments.
  - Audit trail management.
  - Training and induction for new users.
  - First line support for user queries, and general troubleshooting.
  - Liaise with outsourced providers (including systems and helpdesk providers).
  - Work with the Finance Manager to document processes and standard operating procedures.
  - Work with IT helpdesk to produce monthly risks, issues and security updates.
  - Document all tasks and systems admin processes.

#### *Management Accounts*

- Ensure production of timely, accurate and useful management accounts.
- Work with senior managers to understand the organisation and their specific requirements for finance support.
- Update the required format for management accounts, budgets and forecasts, including adjusting the comparatives where appropriate and according to customer needs.
- Receive draft management accounts from Finance Manager and agree adjustments, then produce final management accounts and review each month with budget-holders and the COO.
- Produce monthly financial report for use by SMT (Senior Management Team) and refine this each quarter for Board and Committee use.
- Coordinate financial aspects of the planning and budgeting cycle.
- Produce an updated finance forecast at the end of months 1 and 6, or more frequently if required by the CEO, COO or the Board.

#### *Project Support / Other*

- Provide any financial inputs required to project teams as requested by SMT.
- Support fundraising team with practical information and costings for targeted projects and bid submissions.
- Work with colleagues to provide interim and end of project financial reports for funders highlighting progress against targets.
- Lead, manage or contribute to any other work requested by COO, commensurate with role level and experience.

### Develop specialist knowledge and expertise

- Develop and maintain knowledge of current issues and best practice in charity finance and communicate this to other members of the team.
- Represent and promote the Heart of England Forest and act as an ambassador both internally and externally.



## **Communications**

- Contribute information and photographs for the charity's communications channels.

In addition, the post holder will:

## **Climate Change**

- Champion the need for urgent action to tackle the climate crisis.
- Commit to taking positive action to mitigate against climate change during the course of your duties.

## **General**

- Demonstrate and promote the values of the Heart of England Forest.
- Undertake the work given in a competent manner to the specification required.
- Maintain a commitment to high standards of health and safety at all times. Ensure all work is undertaken within the Heart of England Forest health and safety policy and processes.
- Commit to continual professional development.
- Play an active part within the wider Heart of England Forest team.
- Make active use of information and resources gained via personal networks to inform the development of this role.
- Perform any other duties consistent with the role and / or reasonably required by the Chief Operating Officer or Chief Executive.





## Hours

Normal working hours will be a minimum of 37.5 per week, normally between 09.00 and 17.00, Monday to Friday. However, occasional out of office hours work may be required, which may include evenings, weekends and bank holidays.

## Location

The post benefits from hybrid working arrangements, with time spent in the Heart of England Forest head office in Dorsington and some working from home.

## What do we offer?

- The chance to join an ambitious charity and play a part in creating and conserving a huge Forest for the benefit of people, wildlife and the environment. There has never been a more important and exciting time to work in conservation. Climate change has never been higher within the public consciousness and political landscape, with tree planting at the forefront of carbon sequestration.
- Competitive salary with a Living Wage Foundation accredited employer
- 28 days holiday plus bank holidays
- Contributory company pension with 4.5% employer contribution
- Health Cash Plan – get cash back on opticians, dentists and more!
- Group Income Protection Scheme – to support you if you get sick
- Employee Assistance Programme – financial, physical and mental wellbeing support
- Access to exclusive discounts from thousands of retailers
- Life Assurance at four times your basic salary



## PERSON SPECIFICATION

### Essential

- Qualified accountant (CIMA, ACCA, ACA).
- Strong interpersonal skills with an ability to build relationships and engage effectively with stakeholders at all levels.
- Demonstrable understanding of how finance and other support functions should operate as a service function to support wider organisational and charity goals.
- Experience of implementing a new finance system and expertise as a systems administrator for finance systems.
- Demonstrable experience of using both chart of accounts and analysis codes to automate the production of management information
- Excellent project management skills and working knowledge of project management methodology.
- Ability to explain complex technical issues to both financial experts and those with other specialisms, and to jointly interrogate financial information to provide narrative explanations for variances.
- Good communication skills, both oral and written.
- Self-motivated and proven experience of ability to work on own initiative.
- Ability to work flexibly and positively whilst adapting to changing priorities.
- Ability to multitask, prioritise workload and meet deadlines under pressure.
- An innovative, can-do, enthusiastic work ethic.
- Ability to use confidential information in a professional manner.
- Eagerness to learn, adapt and develop.
- Committed to conservation.
- A flexible approach to work and willingness to undertake some evening and weekend work.

### Desirable

- Experience of working in a finance team within a charity.
- Experience of working for a land/farming/leisure or multi-entity organisation.
- Knowledge of the Charities SORP (FRS 102).



## **ABOUT THE HEART OF ENGLAND FOREST** *Planting tomorrow's great native woodland*

The Heart of England Forest is an exciting and ambitious charity. We want to help reverse centuries of woodland decline and plant one of the largest forests in England. Our goal is to create a huge, unbroken woodland – a refuge from the modern world where people can rediscover nature and wildlife can flourish. It's an ambitious vision, which we're determined to make happen, one tree at a time.

The Heart of England Forest is not only a perfectly positioned lung for the Midlands, but a breath of fresh air for the nation. With over two million new native trees planted so far, we are restoring our native woodland – providing a safe and permanent habitat for wildlife as well as an escape for people from the urban environments surrounding it.

The Forest stretches up the Warwickshire / Worcestershire border, from the present-day borders of Shakespeare's Forest of Arden to the edge of the Vale of Evesham – the north Cotswolds to south Birmingham. It's an area dense in cities, towns and industry. Which is why we're creating a place to walk under shady canopies and through airy glades, away from the bustle of city life.

The UK has less than a third of the native tree cover of many other European countries, including France, Germany and Italy. Planting tomorrow's great native woodland has already started. With 7,000 acres of land, the Forest currently consists of 600 acres of mature woodland and almost 4,500 acres of new planting. We have planted an incredible 2 million trees so far, and are over 23% of the way towards our goal of a 30,000-acre forest. But with patience and your support, who knows how far it will grow!

**More information can be found at [www.heartofenglandforest.org](http://www.heartofenglandforest.org)**

