Job Specification: Assistant Accountant

Department: Corporate Finance
Scale: HQ 2
Line managed by: Deputy Financial Controller
Location: MAG HQ, UK

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:
To support the delivery of effective transaction processing within MAG'S Corporate Finance Department

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Job Description

Financial Control

- Undertake the month end closure of accounts, including the production of supporting schedules and reconciliations of all UK balance sheet accounts
- Post monthly journal entries (accruals, prepayments, depreciation etc)
- Calculate and recharge MAG's Global Insurance portfolio to country programmes
- Prepare and submit quarterly VAT returns; reconcile the underlying control accounts
- Ensure the impact of foreign exchange gains/losses is reflected in MAG's accounting records, including the periodic revaluation of appropriate balance sheet accounts.

Purchase Ledger

- Prepare supplier payments including cheque requests, International payments and BACS payment runs
- Post supplier invoices and address supplier queries as appropriate
- Prepare and review periodical Aged Creditor reports, ensuring all transactions are correctly allocated and reconciled to supplier accounts
- Ensure staff advances, credit cards and expenses are paid and reconciled according to MAG's agreed working practices

Sales Ledger

- Raise grant/contract sales invoices as and when requested
- Prepare the periodical Aged Debtor reports for review
- Ensure all transactions are correctly allocated and reconciled to customer accounts

Payroll

- Check a sample of payroll calculations on a monthly basis and contact the payroll provider with any discrepancies
- Reconcile the payroll for UK contracted staff in accordance with agreed timescales, liaising with MAG's appointed payroll provider
- Process the monthly transfers of funds to ensure all payroll payments are made in accordance with timetable; follow up any failed or delayed transfers to overseas banks where required
- Prepare and post monthly payroll journals
- Produce and submit annual P11D's where required, ensuring transactions in relation to benefits are analysed and reported accordingly
- Track Short Term Business Visitors and account to HMRC for any UK tax arising
- Deal with payment queries from employees, our payroll provider and payment providers

Statutory Accounts

- Support the Financial Controller and Deputy Financial Controller in the production of the UK and overseas statutory accounts
- Assist in the preparation of schedules, working papers and samples for Grant and Statutory Audits

Management Accounts

- Assist with the preparation of the HQ Annual Business Plan; upload approved HQ budgets and forecasts onto the financial ledger
- Produce monthly management accounts/reports to HQ departments
- Assist in the production of the monthly Global Management Accounts
- Monitor actual performance against plan, providing explanations for variances; undertake periodic reforecasts

Bank and Cash

- Ensure sufficient levels of standard currency (GBP, USD, EUR) are available prior to settling MAG's financial commitments, reporting on shortfalls or currency trade requirements to the Financial Controller as appropriate
- Prepare monthly, documented bank reconciliations for all UK held bank accounts, ensuring all unallocated items are investigated and posted to the financial ledger in accordance with agreed working practices.
- Administer the HQ safe cash system including the provision of cash advances, cash payments, imprest reconciliation and cash counts, carrying out bank runs as necessary.
- Liaise with the bank regarding recalled payments, investigations and other ad hoc queries

Cash Management

- Assist the Financial Controller in the management of MAG's cash balances, including foreign exchange trades, forward contracts, currency hedging and cash flow forecasting.

Other

- Undertake other ad-hoc finance work as requested by Financial Controller and Deputy Financial Controller

All HQ staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required

This is a non contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- A strong background in reporting of financial information, including data analysis and variance investigation
- Experience of prioritising work to meet tight deadlines
- Exposure to both team working and self-governance situations

Essential Skills and Knowledge

- Sound knowledge of double entry bookkeeping
- Strong numerical and analytical skills
- Adept at identifying and investigating anomalies
- Excellent interpersonal skills, with the ability to build effective relationships based on active and honest communication
- A clear written and verbal communicator, with a courteous, professional manner
- Proficient in the use of IT software, particularly Microsoft Excel Intermediate Level

Essential Aptitude

- A methodical and thorough approach to tasks set
- An ability to work calmly under pressure to meet deadlines and respond promptly to requests
- An enthusiasm to collaborate as part of a team
- An interest in, and commitment to, MAG's humanitarian mandate

Qualifications

- AAT Level 3-4 or equivalent experience

Desirable

- Experience of working overseas or for a charity/international NGO in the UK
- An understanding of donor and contractual requirements
- Knowledge and use of PSF accounting system

Signed employee:	**Date:**
Signed manager:	**Date:**