



Jobs With Purpose

Job title	Management Accountant (Social Enterprise)
Candidate Brief	<p>NOW Group is a social enterprise committed to supporting people with learning difficulties and autism into sustainable employment and meaningful lives. We deliver a range of services including training, employment support, and social enterprise initiatives across the Island of Ireland.</p> <p>As Management Accountant you will be responsible for providing financial support across our social enterprises Loaf Catering & Cafes and JAM Card. You will provide direct support to the relevant department heads to help with data driven decisions; financial planning and analysis; deliver actionable insights and recommendations; support business development; monitor financial performance and provide monthly/quarterly financial reviews.</p>
Location	Loaf Café, 307-309 Grosvenor Road, Belfast, BT12 4LP <i>(Hybrid Working model in place – requirement to travel to other sites)</i>
Reports to	Finance Director
Hours	37.5 hours per week
Salary scale	£35,000 to £40,000 per annum
Benefits	<p>25 days annual leave plus 12 statutory days (pro-rata) Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counseling & Financial Advisory Services Stakeholder Pension Scheme (5% employer contribution) Bike to Work Scheme Holiday purchase scheme Flexible working initiatives – Hybrid working model Wellbeing initiatives</p>

Mission

Supporting people with learning difficulties and autism into jobs with a future.

Vision

A society where people with learning difficulties live, work and socialize as valued citizens.



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Main Responsibilities

1. Production of monthly commercial management accounts in line with the month end reporting timetable, including financial support to the nominated budget holders.
2. Analyse and resolve financial queries raised by commercial budget managers/holders for area of remit.
3. Completion of balance sheet reconciliations in accordance with defined procedures and best accounting practice.
4. Monthly reconciliation of the group Bank Accounts.
5. Participate in monthly stocktakes at each of the various sites across the organisation.
6. Review of nominal ledger to ensure accuracy of postings in line with agreed processes and procedures
7. Creation and processing of weekly financial reports across the commercial areas of the organisation.
8. Support Head of HR with the monthly payroll process including collation of timesheets across all sites.
9. Weekly review of commercial aged debtor reports including full responsibility for credit control.
10. Contribute to the annual external audit process.
11. Take ownership and responsibility of all tasks assigned and proactively seek solutions.
12. Assist in the review and development of internal financial control processes.
13. Support and maintain an effective central purchase ordering system for the NOW Group.
14. Provide ad hoc analysis and financial reviews as and when required.
15. Provide adequate training to staff across all commercial sites on existing/new financial processes.

This job description is not definitive and may be subject to review as the duties and responsibilities determine.

NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](https://www.nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.



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Personnel Specification

Essential

1. Qualified or part-qualified accountant (CIMA, ACCA, ACA) or equivalent.
2. Minimum of 3 years relevant accounting experience.
3. Full driving licence and access to a car (if the effects of a disability prelude an individual from holding a driving licence they should indicate how they can meet the mobility requirements of the post, i.e. ability to get to different sites)
4. Experience of producing management accounts.
5. Proficient in the use of the Microsoft Office suite, in particular MS Excel.
6. Working knowledge and experience of accounting systems and software.
7. Proven experience of using initiative and being proactive in seeking to improve systems and processes
8. Ability to demonstrate excellent organisational skills, strong attention to detail and ability to prioritise a varied workload effectively and efficiently.

Desirable

1. Experience using Sage Line 50 & Sage Payroll.
2. Experience working in a social enterprise/hospitality environment.

Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The shortlisting panel will not make assumptions as to your circumstances, qualifications, and experience.

Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day-to-day work and their relationships with participants, stakeholders and colleagues. Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.