

**Responsible to:** Charity Manager.

- **Primary Responsibility:** Maintain accurate financial ledgers and provide comprehensive financial reporting.
- **Reporting:** Responsible for Management and Year-End reporting.
- **Financial Operations:** Manage supplier payments, VAT, and cash monitoring.
- **Planning:** Assist in the preparation of budgets and forecasts.
- **Asset Management:** Maintain records for fixed assets.
- **Compliance:** Adhere to and maintain financial procedures and policies.
- **Support:** Provide support to the wider Finance Team and work collaboratively with colleagues.
- **Safety:** Protect the safety and security of service users, staff, and the confidentiality of information.

**Candidate Requirements:**

- **Experience:** Experience in financial management, managing budgets, and analysing management accounts.
- **Qualifications:** Relevant accounting experience or qualification (e.g., AAT or equivalent).
- **Skills:** Excellent communication and organizational skills with the ability to prioritize work.
- **Networking:** Ability to build and maintain productive working relationships with stakeholders.
- **IT Proficiency:** Strong skills in IT and proficiency in Windows software.

**Additional Information:**

- **Work Attire:** Smart casual clothing with appropriate footwear.
- **Training:** Appropriate training provided as needed.

If you are interested please email [robfb@madm.org.uk](mailto:robfb@madm.org.uk)