

Job Description

JOB TITLE: Head of Management Accounts

REPORTS TO: Head of Finance

DEPARTMENT: Finance

DIVISION: Resources

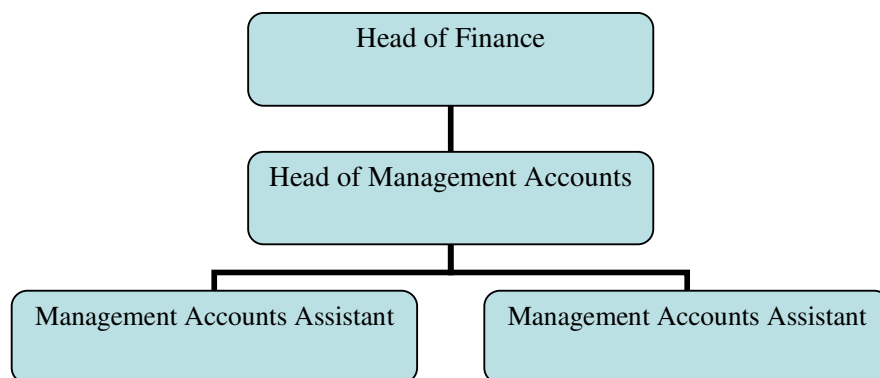
JOB CONTEXT

This role reports to the Head of Finance in all aspects of producing accurate and timely financial information for management and trustees and, therefore, a proven record of the delivery of accurate and timely reports to schedule is essential.

JOB PURPOSE

Management of the Management Accounts team responsible for the production of reliable Management Accounting and other financial information and advice to the Management Team, Finance & Business Committee, budget holders and other staff, including responsibility for finance and expense systems support.

ORGANISATION CHART



DIMENSIONS

- Management accounting for total organisational budget of £55million +
- Staff Management: 1.4 FTE
- Running Cost Centre Managers reviews of 37 cost centres in 3 divisions

PRINCIPAL ACCOUNTABILITIES

- Production and development of monthly financial management information for Management Team and Trustees, including commentary.
- Development of and reporting on KPI's for the Organisation.

- Managing, consolidating and advising on and developing the Budget and Forecast procedure for all parts of the Organisation.
- Assisting in the production of long term financial planning for the Organisation.
- Regular Budget Holder meetings with cost centre managers and Divisional Directors helping ensure that they dedicate adequate time and resource to management of budgets.
- Preparation of adhoc and regular budgetary reports and other financial analysis as required at cost centre level.
- Verification of management accounting information integrity, investigations and resultant action for all areas of the team and organisation.
- Production of financial information for particular projects including the Living Planet Centre project.
- Management of and development of line reports (one full-time and one part-time).
- Production of twice yearly financial reporting for WWF International.
- Managing all accounting, financial processes and procedures and reporting for WWF Trading function (catalogue, sponsorship, retail adoptions etc).
- Supervision and management of the organisational credit card software ('Dcal').
- Management of stock reconciliations process.
- Management and reporting of National Statistics information as required.
- Cheque signatory for the Organisation – including foreign payments.
- Developing and implementation of cost allocation methodology as maybe required.

PERSON SPECIFICATION

The successful candidate should also be able to show evidence of the following specific attributes:

Essential

- Qualified Accountant (to CCAB standard) with significant experience of producing management accounts and other financial information for senior management in a similar sized organisation or larger.
- Strong communication and interpersonal skills with a focus on outputs.
- Significant experience of leading a team and being a team player.
- Good IT skills including Excel.
- A genuine interest in the aims of WWF-UK.

Desirable

- Understanding of charity accounting issues.
- Knowledge of Sun 5 and Vision 5/6 systems.

WWF-UK'S SUCCESS FACTORS

All employees in the organisation are expected to demonstrate that they fulfil or can develop the skills, knowledge and behaviours that comprise WWF-UK's Success Factors. In summary, these include:

- **Getting the big picture:** doing what is best for the organisation as a whole by thinking and acting in line with WWF-UK and WWF Network strategies.

- **Achieving results:** knowing what must be done and successfully delivering, helping others along the way.
- **Working together:** collaborating across teams, divisions, the WWF Network and with partners for greatest impact.
- **Managing myself:** managing thinking, emotions and communication for personal effectiveness.
- **Managing others:*** guiding and developing individuals to achieve their objectives in line with organisations plans, priorities.

* Only for positions with line management responsibility.