

Job Title (Location)	Head of Financial Accounting (Office based)
Salary and Band	Band 8B – Salary Range £59,448 - £73,493 (plus London Weighting of £8,164)
Annual Leave	27 days plus 9 Bank Holidays for full-time hours
Reports to	Finance Director
Direct Reports	2 x Finance Officer and 2 x Finance Assistant

About Maggie's

We provide free cancer support and information in our specially designed centres across the UK and online. Working alongside NHS hospitals, Maggie's centres are staffed by expert Cancer Support Specialists, Psychologists and Benefits Advisors, helping people to take back control when cancer turns life upside down. Our long-term ambition is to be there for everyone with cancer in the UK at all 60 cancer centre sites to ensure that there is no-one living with cancer who is unable to access the expert psychological and information support that they so desperately need to live the best quality of life possible. The next five years brings us over the halfway mark to achieving this goal. In recent years Maggie's has embarked on an ambitious and exciting growth strategy leading to significant transformation of the charity.

About the Post Holder

You will have substantial experience of successfully leading a financial accounting team in a dynamic organisation and be a proactive and visible leader. Educated to degree level you will have membership of a professional accounting body. You will have a supportive, collaborative leadership approach, be authoritative and credible with excellent communication and influencing skills. You will have proven experience of working in a similar or equivalent financial accounting role including the provision of all tax planning. You will contribute to our Finance Transformation which includes the planning and implementation of a new Finance System. You will have demonstrable experience of driving improvements across financial accounting processes and reviewing and improving financial controls and policies. Your experience will include leading on the production of the annual financial statements and act as the main point of contact with external auditors.

About the Role

As Head of Financial Accounting you will provide strategic and operational financial leadership to create, develop, implement and manage a robust modern financial accounting function.

Key Responsibilities

Financial Accounting

- Deliver the monthly financial records and timely month-end closure to enable the Financial Planning & Analysis team to produce management accounts and reports
- Production of month-end journal, pre-payments, accruals, depreciation and other journals as required
- Ensure reconciliation of balance sheet accounts and provide commentary on any significant movements

- Drive improvements across financial accounting processes, ensuring accuracy and timeliness of data processing
- Lead on preparation of year end financial statements for Maggie's and its trading subsidiary including preparation of all supporting schedules ensuring the charity complies with all legal and regulatory requirements. Review accounting policies annually and make recommendations to Finance Director
- Liaise with the external auditors and be responsible for the effective completion of the audit, ensuring any financial accounting management recommendations are addressed in a timely manner
- Ensure accurate maintenance of the fixed asset register and all associated depreciation
- Responsible for the ongoing development and maintenance of the financial accounting system, processes and policies to ensure they are fit for purpose
- Work with the Head of FP&A to ensure financial accounting systems can meet the requirements of all financial planning, analysis and performance
- Work with the Head of Donor Support Services to ensure the income is exported to the accounting system in a timely manner.

Tax & Statutory

- Preparation and submission of all Trading Subsidiary VAT returns in a timely manner
- Preparation and submission of Trading Subsidiary CIS returns in line with prescribed timescales
- To ensure all Corporation tax returns are prepared and submitted in a timely manner
- To prepare and submit all statutory payroll deductions and reports to HMRC
- Responsible for timely and accurate claims of all gift aid in collaboration with the fundraising team
- Provide tax advice and planning for fundraising and construction projects to ensure all reliefs are utilized
- Responsible for all statutory filing with companies house and charity regulators for all Maggie's entities.

Treasury Management

- To effectively manage the cashflow of the charity and its trading subsidiaries ensuring returns on available funds are maximized
- To produce cashflow forecasts
- To ensure quarterly investment reports are posted into the accounts in a timely manner.

Other Responsibilities

- Liaise with Staff & Resources on payment of staff pensions and completion of annual pension returns
- Ensure Maggie's centres receive an internal finance visit to ensure financial policies and procedures are being adhered to.

General responsibilities

- Build strong relationships with internal stakeholders to help ensure the Finance Department is well informed and has a strong voice in the organisation
- Work with the IT department to ensure the integrity and robustness of the accounting systems
- Lead and manage the financial accounting team including staff recruitment, support, development, performance management and task management.

Essential skills and experience

- Educated to a degree level or with equivalent experience
- A recognised financial qualification e.g. ACA, ACCA, CIMA, CIPFA or equivalent
- Demonstrable experience of leading a financial accounting function
- Demonstrable working knowledge of VAT, CIS and payroll taxes
- Ideally experience of charity SORP and restricted fund accounting
- Building effective cross-organisational relationships including working with Executive level staff
- A good working knowledge of spreadsheets and databases, financial systems and IT

- A good manager with excellent interpersonal skills, and a firm but fair approach
- A team player who can work with other functions to achieve objectives
- Have a curious mindset with a desire to constantly improve financial processes.