



Management Accountant Leeds Older People’s Forum, Tenfold and PSI Volition

Job Title	Management Accountant
Responsible to	The Chief Officer of each of the Forums, Leeds Older People’s Forum, Tenfold and PSI Volition
Employed by	Self-employed
Location	Suite C24 Joseph’s Well, Hanover Walk, Leeds, LS3 1AB
Salary	£26 per hour (inc. VAT)
Annual Leave	N/A
Pension scheme	N/A
Hours of working	Flexible to meet the needs of the organisations*
Funder	Big Lottery Fund and Leeds City Council and Leeds CCG

Background

The **Leeds Older People’s Forum** was established in March 1994 and has grown to a citywide membership of over 100 voluntary sector organisations working with older people across Leeds, including the Neighbourhood Network Schemes. All member organisations provide services dedicated to older people though they are not necessarily an older people’s organisation.

LOPF is presently half way through a 6-year programme of funding from the Big Lottery Fund amounting to £1 million a year over 6 years. This programme, called Time to Shine, aims to support people who are at risk of, or are experiencing social isolation and loneliness in order to find out how to best tackle these issues in the future. The financial management and decision making in relation to the Time to Shine programme will form a large part of the work of this post

Tenfold supports voluntary sector organisations who work with and for people with learning disabilities in Leeds together with our members to bring about positive change.

In November 2017 there was a merger between the Physical and Sensory Impairment (PSI) Network and Volition (the mental health network) to form **PSI Volition**. The forum works with third sector, not-for-profit organisations that support people’s health and wellbeing in Leeds.

Collectively, the three organisations deliver the Forum Central service but each remains a separately constituted charity. We have previously contracted with the same freelance Management Accountant to manage the finances of each organisation. We are now seeking a new management Accountant who is happy to work across the organisations in the same way.

Aim

To oversee the financial management of Leeds Older People’s Forum, PSI Volition and Tenfold producing financial reports, preparing budgets and cashflow forecasts, preparing the year end accounts, liaising with the auditors, ensuring financial controls are in place, assessing the financial risks and ensuring robust and efficient financial management.

Duties

LOPF

- Provide training, ongoing support and trouble-shooting to the Time to Shine Administrator to enable them to undertake routine finance administration duties.
- The Management Accountant will be the main point of contact with the Big Lottery Fund on financial matters
- Ensure effective internal financial procedures and safeguards.
- Producing, analysing and interpreting financial information including income and expenditure reports and budgets covering both LOPF and its Delivery Partners.
- Produce cash flow projections for Big Lottery and LOPF Board of Trustees and manage cash flow.
- Prepare financial monitoring reports to Big Lottery Fund, LOPF Board of Trustees and other funders.
- Calculate and maintain accurate Full Cost Recovery charges across the organisation.
- Active participation in LOPF Trustee meetings, Time to Shine Core Partnership meetings and LOPF Finance Sub-group meetings (as appropriate) on a regular basis.
- Work closely with and provide regular briefing to the LOPF CEO and Treasurer.
- Periodically review the financial position of LOPF and produce a financial appraisal for the Board of Trustees.
- Prepare the annual accounts ready for the annual audit, complete the annual return and contribute to the development of the Trustees Annual Report .
- Liaise with the auditors and other experts e.g. VAT consultants.
- Monitor and report on risk, as specified in the LOPF Risk Management Plan and Register.
- Ensure LOPF's compliance with financial regulations including the Charities Act.
- Support fund-raising.
- Calculation of annual leave hours/days and bank holiday hours/days relevant to individual posts.
- Run Childcare voucher schemes.
- Undertake routine finance administration duties as relief cover for the Time to Shine Administrator role.
- Provide support to the Time to Shine team to enable them to build capacity amongst partners if/when required.
- Provide financial induction and regular refresher sessions for LOPF Trustees
- To undertake training and attend conferences as appropriate.
- Attend regular planned supervision sessions
- To undertake tasks required to further the aims and objectives of LOPF.

Tenfold

- Using the Unity Trust online banking system, set up all payments including invoices, BACS payments, etc, so that the Tenfold Director can authorise such payments
- Update the Tenfold accounts using the Unity Trust online banking system
- Provide regular (6 - 8 weekly) budget statement reports to the Tenfold Board, (current account, reserves, and spend to date)
- Attend Tenfold Board meetings at least once a year
- Support Tenfold Trustees to set the Tenfold budget, (within the Forum Central shared funding pot)
- Prepare the Tenfold Annual Accounts, in line with expectations of the Charity Commission and Companies House
- Liaise with WYCAS staff to prepare the Annual Report
- Occasionally work on additional Tenfold projects, such as the bi-annual Tenfold Awards, to prepare bespoke budgets for 'one off' pieces of work
- Work flexibly and be available to answer questions / enquiries when needed

PSI Volition

- Set up all payments including invoices, BACS payments, etc. so that the PSI Volition Director can authorise such payments
- Update the PSI Volition accounts using the banking system
- Provide regular (6 - 8 weekly) budget statement reports to the PSI Volition Board, (current account, reserves, and spend to date)
- Attend PSI Volition Board meetings at least once a year
- Support PSI Volition Trustees to set the budget, (within the Forum Central shared funding pot)
- Prepare the PSI Volition Annual Accounts, in line with expectations of the Charity Commission and Companies House
- Liaise with WYCAS staff to prepare the Annual Report
- Occasionally work on additional PSI Volition projects to prepare bespoke budgets for 'one off' pieces of work
- Work flexibly and be available to answer questions / enquiries when needed

Forum Central

- Set the annual Forum Central budget
- Provide regular and accurate information to the Forums Board, in line with the contract specification
- Monitor spend against outgoings, advise on budget trajectories and where reserves are being accrued

Person Specification

ESSENTIAL

Qualifications

- Accounting qualification, AAT or equivalent.

Experience

- Minimum of 2 years' experience in a similar role
- Reporting to Board members on finance related matters.
- Experience of meeting the accounting requirements of the Charities Act
- Developing and maintaining accounting systems.
- Experience of preparing and scrutinising annual accounts
- Experience of preparing budgets and management accounts
- Experience of supporting support staff to undertake financial administration and book-keeping duties
- Experience of supporting a Board of Trustees, including the Treasurer, to carry out their responsibilities effectively
- Understanding of contracting and sub-contracting arrangements and the related legalities

Skills

- Able to use and experienced in Quickbooks accounting software
- Advanced use of Microsoft Excel.
- Applying budgetary Control systems.
- Able and willing to undertake and manage a varied workload
- Ability to work on own initiative and as part of a team.
- Excellent communication and presentation skills.

Attributes

- Willingness to undertake relevant training and commitment to skill development
- Willing and able to work flexibly to meet the needs of the organisation
- Available to undertake additional hours when needed

DESIRABLE

Experience

- Experience of similar Big Lottery funded projects

Knowledge

Knowledge of voluntary sector funding

*Working Hours

Regular working hours:

- **Leeds Older People's Forum**- 20 per month with additional hours worked to meet the needs of the organisation, including; reporting schedules board/partnership meetings, the development of the organisation and six monthly and end of financial year accounts with support to the external audit
- **Tenfold** - 7 per month with additional hours worked to meet the needs of the organisation
- **PSI Volition** 7 per month with additional hours worked to meet the needs of the organisation

Meeting Schedules:

- **Leeds Older People's Forum** -Trustee Board Meeting: every other month. Meetings held the morning of the third Thursday of the month. Time to Shine Core Partnership meeting: once per quarter. Meetings held every other month (days and times vary). Regular meetings with the LOPF CEO and Treasurer (meeting schedule to be set) Occasional phone calls with LOPF's Relationship Manager at BIG (meeting schedule to be set)

Reporting:

- **Leeds Older People's Forum**-On a quarterly basis for the Time to Shine Core Partnership (Big Lottery), monthly for all LOPF projects. Annual reporting to the Charity Commission.

Support:

- Available by phone to answer any pressing questions from the staff teams and Boards of Trustees of all three organisations.