



We are Cerebral Palsy Cymru.

About us.

We are the leading charity in Wales for children and families living with cerebral palsy. As a national Centre of Excellence and experts in the field of cerebral palsy, we provide specialist physiotherapy, occupational therapy, and speech & language therapy in a transdisciplinary way so that each child benefits from the combined expertise of our therapists. Our Family Support Service offers a listening ear, practical advice, and emotional support. We share our knowledge and skills through collaborative working, courses, national and international conferences.

Cerebral palsy is the most common physical disability in children in the world and our mission is to improve the quality of life of all children in Wales living with cerebral palsy. We are an ambitious, passionate, hardworking, and friendly team who are motivated by the life-changing difference we make.

It is estimated
1 in 400
children born in Wales
will have cerebral
palsy which is
around 70 babies
each year

There are
17 million
people worldwide with
cerebral palsy

Cerebral palsy
is the most common
physical disability
in childhood

Wales, there
are approximately
1,800
children living with
cerebral palsy

Approximately
30,000
children in the UK
have cerebral palsy

Management Accountant – July 22

This is a fixed term post for a Management Accountant who is looking to join a small but busy Finance Team. We are looking for a qualified or part qualified accountant, or someone qualified by experience, who is interested in undertaking all key monthly procedures in relation to our management accounts as well as leading a VAT project.

This is a part time post and would be suitable for someone looking for flexible work around other commitments. You will have good time management skills and the ability to manage your own workload. We operate a hybrid working model and this role could be partially undertaken from home.

You will have knowledge around VAT and experience of VAT claims, as well as experience using accounting systems for all areas of management accounts, balance sheet reconciliations and reporting. You will have used Sage software previously (or a similar accounting software package) as well as having strong Excel and Office skills. You are a good problem solver and have excellent attention to detail.

Title of post:	Management Accountant
Hours:	Part time (18 hours per week/0.5FTE)
Contract:	Temporary fixed term of 1 year (probationary period of six months)
Salary:	£34000 - £37000 FTE
Location:	Based in Llanishen, Cardiff however we operate a flexible, hybrid model which includes home working
Line Manager:	Head of Finance & Operations
Summary:	Provide Management Accounts support to the charity focusing on month-end processes and VAT.
Job Outline:	<p>This is a new, temporary role to support the Head of Finance & Operations. The main duties are to produce the monthly management accounts and associated management information and to undertake a project to reclaim VAT.</p> <p>The job involves working with the Head of Finance & Operations and the Finance Officer to ensure accurate and timely completion of the finance information for senior management review before it is sent to the trustees.</p>

Main duties and responsibilities

Management Accounts

- Assume responsibility of accounting procedures
- Organise and complete month-end procedures in Sage
- Monthly reconciliation of key balance sheet accounts
- Prepare month-end files, including income & expenditure statements, balance sheet, forecast, cashflow
- Draft all monthly management information within the required deadline
- Work with the Finance Officer to ensure all invoicing is completed on time
- Adhere to all codes of financial practice.
- Analyse income and spend on various areas as required to ensure correct coding and good review

VAT

- Plan and lead on a project to reclaim VAT on purchases
- Review the processes for input and claim of VAT across the organisation

Additional responsibilities

- Participate in team meetings and engage with the wider staff team when appropriate.
- Actively work with others (internal and external) to facilitate organisational and departmental improvements and changes, in line with charity-wide strategies.
- To maintain confidentiality at all times and adhere to Cerebral Palsy Cymru's confidentiality policy.
- To follow and remain up to date with Charity policies and procedures
- Carry out any other reasonable tasks as may be required.
- To maintain awareness of the work of Cerebral Palsy Cymru.
- Communicate effectively with colleagues, trustees, volunteers, partner organisations, stakeholders of all kinds, and service users.

Person Specification

Essential Qualifications	How assessed
<ul style="list-style-type: none">• Qualified/part-qualified/qualified by experience accountant CCAB or CIMA	Certification, application
Essential Experience and knowledge	
<ul style="list-style-type: none">• Knowledge of VAT and experience of VAT claims• Working knowledge of financial software and MS Office• Sound business knowledge• Proven experience of working with accounting systems to produce high quality and timely management accounts• Solid knowledge of basic and advanced accounting and financial principles and practices	Application, interview
Essential Skills and attributes	
<ul style="list-style-type: none">• Good oral and written communication skills.• The ability to work both alone and as part of a team.• Excellent analytical and numerical abilities• Accuracy and an eye for detail.• A problem-solver with attention to detail• Able to take initiative and manage your own workload	Application, interview
Desirable skills and experience	
<ul style="list-style-type: none">• Welsh speaker• Experience of Sage accounting software• Experience of working in charity finance• Advanced Microsoft Excel skills• Previous experience of VAT-reclaim processes/projects	Application, interview

How to apply

Download and complete an application form from our website:
[Cerebral Palsy Cymru application form 2022](#)

Send your completed application form to:
Kate Boddington
kateb@cerebralpalsycymru.org

Closing date: 22nd August 2022 at 5pm

If you have any questions about the role or want to speak to a member of the team about the post, please contact Cerebral Palsy Cymru on 02920 522600 or email Kate Boddington as above.



Because we know.
Together we can make a difference.

