



**SOS CHILDREN'S  
VILLAGES**  
UNITED KINGDOM

**Title:** Management Accountant

**Location:** Cambridge, CB2 1AB or home-based. Currently home-based as per the government guidelines

**Salary:** Circa £32,000 pa

**Contract:** Permanent

**Hours:** Full-time / 35 hours per week

## About SOS Children's Villages UK

SOS Children's Villages is a global charity working to ensure that children everywhere have the right to grow up feeling loved, safe and supported. We work with children and families living through poverty, conflict, man-made and natural disasters to ensure children can have the childhood, and the life, they deserve. And by supporting them to grow into resilient and independent adults who can contribute to their communities, we are helping to bring about positive and lasting change.

SOS Children's Villages UK is part of a global federation of 140 local SOS Children's Villages Associations. Together, we work in 136 countries and territories worldwide to ensure that children grow up in a stable environment where they feel loved, safe and supported. Despite our global reach, we take a local approach. Our programmes are locally planned and run by in-country SOS child-welfare experts. They understand the community because they are a part of it. They are cognizant of local customs, practices and belief-systems because they share them, or live amongst them. and they can help effectively because they have long-established relationships with local and national government bodies, suppliers and community leaders.

SOS UK's values are at the heart of everything we do, and they are;

- **Collaborative:** We work together to sustainably improve the lives of children and families
- **Authentic:** We are open, honest and transparent in everything we do
- **Learning:** We respect diversity, are open-minded, and listen and learn from others
- **Ambitious:** We want to achieve lasting change for children and families.

For more information, please visit [www.soschildrensvillages.org.uk](http://www.soschildrensvillages.org.uk) (UK office) and [www.sos-childrensvillages.org](http://www.sos-childrensvillages.org) (international office).

### About the Post:

Reporting to the Director of Finance and IT, the Management Accountant is responsible for supporting the delivery of consistent, robust, and first-class financial information to advise and assist management decision making and proposals to donors at SOS Children's Villages UK.

### Main Responsibilities

- To work with the other members of the Finance and IT team to provide effective financial management and control throughout SOS Children's Villages UK.
- To be responsible for running regular, accurate and timely monthly management accounts.
- To suggest and develop improvements to management accounts and monthly process.
- To manage monthly balance sheet reconciliations including prepayments and accruals, preparing and posting journals as necessary.

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- To review income import files from the donor database to ensure accuracy, requesting revisions as necessary, before posting.
- Development of more regular and accurate treasury monitoring.
- To support the annual budget and regular reforecast process.
- To work with budget holders to develop monthly departmental reports and establish regular meetings to ensure income and expenditure have been captured correctly.
- Business partnering the Fundraising team to review budgets submitted by programme teams before sharing with donors for reasonableness, correctness and donor fit. Pro-actively discuss and question costings to enable compilation of well-thought out and solidly costed proposals to donors.
- Review project finance reports from overseas partners and work with members of fundraising team to recommend fund transfers and share reports with donors, as appropriate.
- To proactively drive forward finance activities and improvements to processes.
- To comply with the organisation's financial policies and recommend and implement changes as required.
- To support the annual external audit, preparation of statutory accounts and reporting to Charity Commission.
- Any other tasks as required by the Director of Finance and IT.

## **Person Specification**

### **Essential:**

The role requires a motivated professional, able to work well independently and as part of a busy team. The individual must have the following qualities:

- Experienced in the preparation, monitoring and reporting of budgeting and financial management information
- Experience of accounting duties including preparation of journals and reconciliations
- Strong attention to detail
- Excellent written and verbal communication skills
- Excellent working knowledge of Microsoft Outlook; Word; PowerPoint and Excel

### **Desirable:**

- Experience of working within the voluntary sector, preferably within overseas development.

### **Education and Qualifications:**

- A CCAB part-qualified accountant\*

### **Personal Attributes / Qualities:**

- Able to reflect SOS UK's values (detailed above) in how you conduct yourself at work and with others
- Ambitious, innovative and self-motivated
- Trustworthy, patient, flexible and a good relationship builder
- Enjoy working as part of a team
- Open to new ways of working, learning new tasks and skills as required

## **Further information**

*SOS Children's Villages UK is an equal opportunity employer that is committed to encouraging equality, diversity and inclusion in the workplace, and eliminating unlawful discrimination within all employment practices within our organisation. Discrimination and harassment of any kind based on any protected*

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*characteristic is prohibited, and recruitment decisions are based on experience, qualifications, merit, and business needs at the time.*

*Upon conditional offers of employment, professional references and a self-declaration & disclosure form are required as part of the safer recruitment procedure in our Safeguarding Policy. A Disclosure and Barring Service (DBS) check will also be required.*

**To apply:**

Please email a copy of your CV and covering letter of no more than 2 A4 pages with the titles "your name cover letter" and "your name CV" to Clare Jenkins, Director of Finance and IT, at [careers@sosuk.org](mailto:careers@sosuk.org)

**The deadline for applications is 10am on 23 November 2020.**

**Interviews will be conducted virtually via Microsoft Teams in the week commencing 30 November 2020 and will include a Microsoft Excel technical assessment.**

## **Benefits of working at SOS Children's Villages UK**

- 25 days annual leave entitlement, plus 8 paid bank holidays and non-bank holiday working days during the office closure between Christmas and New Year are treated as additional paid time off.
- Employee Assistance Programme
- Cycle to Work Scheme
- Life Assurance Cover
- Pension Scheme Membership
- Contractual sick pay
- Flexible working
- Statutory maternity & paternity pay
- Charity/Volunteer Days a maximum of 2 days per annum
- Travel loan
- Sabbatical leave
- Training & Development policy \*We may offer support in various forms towards professional or vocational qualifications in accordance with this policy

## **Additional resources**

- SOS Children's Villages UK organogram (see below)
- SOS Children's Villages UK latest Annual Report  
<https://www.soschildrensvillages.org.uk/about-us/facts-and-figures/annual-report>
- Why work for SOS UK  
<https://www.soschildrensvillages.org.uk/news/latest-news/blogs/why-work-for-us>

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