

Job description

About the role	
Job title	Interim Assistant Management Accountant
Reports to	Finance Manager – Financial Planning, Reporting and Control
Salary	£45,000
Hours	Full-time post, 35 hours per week, 12-month fixed term contract
Location	Hybrid (40% of time in our central London offices)

Introduction

Paul Hamlyn Foundation was established by Paul Hamlyn in 1987. Upon his death in 2001, he left most of his estate to the Foundation, creating one of the largest grant-making foundations in the UK.

We use our resources to support social change, working towards a just and equitable society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **vision** is for a just society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **mission** is to be an effective and independent funder, using all our resources to create opportunities and support social change. We partner with inspiring organisations and individuals to put them at the heart of leading change and designing solutions to overcome inequality.

We are committed to being an anti-racist organisation. This commitment drives how we work, who we work with and how we make decisions. You can read more about our commitment to Diversity, Equity, and Inclusion (DEI) [here](#).

We have **five funding priorities** where we wish to see change for our work in the UK:

- Investing in young people
- Migration
- Arts
- Education and learning through the arts
- Nurturing ideas and people

Our values are important to us and we work to and carry them through all our activity.

Role overview

What will be my main contribution?

To liaise with staff across PHF to ensure that management reporting is accurate and insightful. You will be the main contact for roughly half the departments at the Foundation (“your departments”), providing support to the budget-holders with setting and monitoring their budgets.

Who will I line manage?

You will have no formal line management responsibility. However, you will be expected to work in a small and fully interconnected structure that relies on collaboration, flexibility and the ability to operate within both formal and informal reporting relationships.

What other key internal relationships will I have?

You will work closely with the other members of the Finance and Resources team as well as budget-holders and other staff across the Foundation.

What level of budget responsibility will I have?

You will not have direct responsibility for a budget, but you will have a key role in the management of the Foundation’s overall annual budget of c£50m.

Main responsibilities

Budgets and forecasts

- Contribute to the development of the annual budget and mid-year reforecast.
- Prepare Excel-based budget templates for completion by budget-holders.
- Provide guidance to the budget-holders for your departments in setting their budgets.
- Produce phasing for budgets for your departments, based on expectations of when expenditure will fall over the year.
- Import budget figures for both the nominal budget and project budgets into the finance system.
- Manage virements and phasing changes as requested by budget-holders and in line with Foundation policy.
- Provide support for the operationalisation of the Foundation’s new strategy including with implications for coding and the budget.

Management accounts

- Assist the Finance Manager – Financial Planning, Reporting & Control with the timely preparation of monthly management accounts in Power BI.
- Refresh Power BI reporting for budget-holders on a weekly basis.
- Monitor departmental expenditure for your departments and investigate difference between actual and budgeted expenditure to feed into the commentary in the monthly management accounts.

- Establish effective working relationships with budget-holders and regular dialogue with them to support them in planning and managing their budgets. Liaise with budget-holders in respect of any queries arising.
- Post any necessary correcting journals.
- Support the Finance Manager – Financial Planning, Reporting & Control with the production of KPI reports as required.

Cashflow forecast

- Assist the Finance Manager – Financial Planning, Reporting & Control with the timely preparation of cashflow forecasts.

Fixed assets

- Review monthly postings to fixed asset accounts from the purchase ledger and create assets in the Fixed Assets module of the finance system.
- Run monthly automated depreciation postings within the finance system and check these for reasonableness.
- Process any fixed asset disposals in the finance system ensuring that any proceeds and gains/losses on disposal are correctly accounted for.

Accounting

- Post journals to recognise transactions between the Foundation's bank accounts.
- Import bank statements into the financial statements at least monthly and match cash book postings to the statement. Prepare a monthly bank reconciliation and investigate any unreconciled items.
- Monitor income and expenditure against restricted funds and identify any transactions that have been coded to an incorrect fund. Post any corrections.
- Prepare payroll journals by department for expenditure and related payments.
- Prepare journals for monthly grant accruals, prepayments and any other balance sheet items, as well as any necessary reversals.
- Prepare monthly balance sheet reconciliations.

Statutory accounts and year end

- Prepare year end journals for accruals and reverse these in the following year.
- Support the audit process by creating reconciliations and providing documentation to the auditors as required.

Mandates

- Keep bank and other mandates up to date with staffing and other changes. Obtain up to date templates and arrange signatures as required.

Project management

- Take ownership of the finance team's project plans for month-end and year-end tasks (within Microsoft Planner).

Other

- Contribute to the work of the finance team, providing cover for others and participating in system development as required.

- Maintain and develop internal controls and procedures. Work to develop systems, processes and templates as opportunities arise.
- Arrange for appropriate cover of any urgent tasks whilst you're on leave.
- Contribute to cross-departmental and multidisciplinary working across PHF to deliver continual improvement and professional development.
- Uphold and promote the aims of the Foundation's equality and diversity policies in the course of day-to-day work.

Person specification

We are open to adjusting the role and how it is delivered to enable those from a broad range of backgrounds and lived experiences to apply.

Experience and knowledge

- Experience of working in an accounting role, with a good understanding of double entry accounting and the importance of strong financial systems and procedures.
- Analytical skills with the ability to interpret data.
- Confident use of Excel including building spreadsheets and writing formulas including SUMIFs and LOOKUPS.
- Experience of using a finance system.
- Proven track record of an organised and methodical approach to work, combining numerical accuracy with attention to detail and an ability to work within agreed timelines.
- A high level of numeracy and ability to undertake complex transactions with accuracy.

Behaviours and ways of working

- Sympathy with the values and aims of Paul Hamlyn Foundation, and in particular its commitment to social justice and equality, tackling disadvantage, fighting prejudice and supporting youth voice and participation.
- Strong communication skills and the ability to explain financial issues to non-finance colleagues and build constructive working relationships with colleagues at all levels.
- An ability to work creatively and flexibly in a small team, supporting other colleagues, and with a strong personal commitment to learning and development.

Terms and conditions

- 25 days leave per annum, plus statutory holidays.
- Employer pension contribution of 10%
- Medical, permanent health and life insurance (once probation period passed).
- Office hours are normally 9am – 5pm Monday – Friday, but flexible working is possible around core hours of 10am – 4pm.

- PHF operates a hybrid working policy and you will be expected to work at least 40% of your time in the office with the option to work up to 60% of your time from home. The contractual place of work for this role is 5- 11 Leake Street, London WC1X 9HY.
- Some flexibility is required from team members around evening work and travel to and from events and meetings.
- We are open to discussing flexible working arrangements.