

Job Description

Job Title	Grade/Salary
Management Accountant	£32,023 to £38,221
Accountable to	Responsible for
Group Director of Resources	Volunteers

Job Purpose and Role

The Management Accountant will support the Group Director of Resources and Group Head of Finance.

The role will incorporate preparing complete and accurate management accounts in a timely manner; monitoring of financial information; compliance tasks; maintaining high standards of financial control and working closely with the varied departments making up the whole organisation.

The Management Accountant will be highly numerate with great organisation skills, able to multi-task and work efficiently and accurately under deadlines. You must have a professional and pleasant manner and enjoy problem solving which means a keen eye for detail is essential. The position requires strong IT skills.

We endeavour to exceed customer / donor expectations by delivering high quality of customer service and adhere to all policies and procedures.

As part of our committed Team environment, the working atmosphere is friendly and supportive.

Main Duties and key result areas

General Duties

- To work under the direction of the Group Director of Resources and Group Head of Finance, undertaking all financial duties as required.
- To produce monthly management accounts for the charitable company and subsidiary trading company.
- Maintaining confidentiality at all times and complying with the Teesside Hospice policy on Information Governance, thus ensuring security in the management and use of information.
- Maintaining and developing beneficial working relationships with other departments to further the organisations objectives. Assist with any financial enquiries from any area.
- Working in accordance with Teesside Hospice financial procedures. Being aware of financial control procedures and confirming that they are being operated properly throughout the organisation. Maintaining high standards of financial practice and constantly aiming to improve.
- To control the flow of expenditure from operational bank accounts, including the transfer of monies from one account to another to ensure positive cash flow management.
- To review bank reconciliations to ensure balances are accurate and to identify areas of weak control.
- To ensure that accurate and auditable records are kept with regards to restricted funds and to liaise with staff and grant providers to complete financial documentation necessary to complete funding claims.
- To undertake activities effectively and to time, understanding the deadlines within the department.
- Oversee and review payroll preparation and compliance with legislation such as auto enrolment, pensions, SSP, SMP etc.
- To maintain the high standards of financial practice operating with the organisation using your initiative to discuss with the Group Director of Resources and Group Head of Finance changes that can be made to improve service delivery.
- To train new members of staff as required. Training, supervising and giving guidance to volunteers.
- Review and authorise supplier payments.
- To review Gift Aid claims (donations, sponsored events, online receipts and retail gift aid), ensuring compliance with HMRC gift aid legislation.
- To reconcile funds received from Just Giving
- To prepare data for annual retail gift aid notifications and ensure letters are sent as required.

Delivering our Values

Accountable

- Lead by example ensuring compliance with the Code of Conduct
- Able to justify your actions or decisions
- Take personal responsibility for your actions

Trustworthy

- Able to be relied upon as honest and truthful
- Be authentic and transparent at all times
- Respond to the needs of the business and deliver what is expected
- Maintain a professional image at all times

Integrity

- Have a strong personal sense of integrity
- Work effectively and do the right thing
- Behave consistently in line with personal and hospice values

Ethical

- Adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships
- Avoid actions that could cause harm either directly or indirectly
- Ability to challenge unethical behaviour

Compassionate

- Use kind language and behaviour
- Feel/Show sympathy and concern for others who need our support and help

Skilled

- Seek opportunities to learn
- Ensure the support and services we offer are effective
- Update knowledge and skills, in line with legislative changes

All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets.
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement.
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures.
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so.
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Fulfil obligations in relation to safeguarding, namely: recognising possible abuse, including knowing what abuse is, what to look out for, and how to be vigilant at all times. Respond quickly and appropriately to possible concerns. Sometimes a concern is obvious, sometimes it is not. Report my concerns to the appropriate person to ensure that me and my organisation does everything possible to keep our patients and people safe and supported and record my observations and concerns, including the actions I and others have (or haven't) taken.

The duties outlined within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

Signed

Date

Print name

Reviewed: June 2026



Person Specification

Attribute	Detail	Essential or Desirable
Knowledge and Experience	A clear understanding of payroll including pensions, SSP, SMP etc	E
	Proficient in Microsoft packages such as Excel and Word	E
	A good understanding of budgeting, financial procedures, management accounts and forecasting	E
	Supervisory experience	D
	A good understanding of VAT	D
	Understanding of charity accounting including VAT, Gift Aid, SORP, fundraising databases	D
	Working with volunteers and providing supervision and support	D
	Ability to work with Xero Accounts and Staffology Payroll packages	D
	Experience of external and/or internal audit	D
Education & Qualifications	Professional accountancy qualification or part qualified	E
	Experienced finance professional	E
Key Skills / Personal Attributes	Excellent team worker	E
	Well organised, able to multi-task	E
	The ability to manage time successfully, allocating resources and prioritising whilst working to tight deadlines	E
	Excellent communication skills, able to work effectively within a team and also promote relationships within the wider organisation	E
	Capable of following verbal and written instructions	E
	To delegate work as appropriate	E
	Ability to stay focused with strong attention to detail	E
Other	To have a flexible attitude to work	E
	An understanding of, and empathy for, the work of Teesside Hospice	E
	To be self-motivated and committed to continuous professional and personal development	E