

Job Description

Assistant Management Accountant (Maternity cover)

Hours of work: 28 hours per week

Type of contract: Fixed term until 31st December 2026

Based at: The Lodge, Littlemore, Oxford with some hybrid working. *Please note, from 1st April 2026 our office will be based at Compass House, Farmoor Court, Farmoor, OX2 9LU*

Croner rank: 5

Job purpose

To contribute to the finance team to ensure the accuracy of financial information through regular reconciliation and review of key control account balances. Assisting the Management Accountant with monthly tasks contributing to the production of the management accounts and other financial reports.

Management of income processing including the sales ledger.

Reporting line

Reports to Management Accountant

Staff Management

This post has no line reports

Key responsibilities

Reporting

- Assist in producing the monthly management accounts
- Assist in providing accurate and timely financial data for colleagues at all levels
- Support the annual budget and re-forecast process
- Support the year end process and annual audit

Reconciliation

- Assist the Management Accountant in the monthly reconciliations of all bank accounts, cash, income and other control accounts
- Working with the membership team to ensure the monthly reconciliation, and accurate recording of membership income

Financial management

- Assist in the preparation of the quarterly VAT returns
- Manage the sales ledger function and credit control through regular review of aged debtors.
- Ensure the accuracy and integrity of financial data is maintained and agreed deadlines are met
- Posting to the general ledger and bank accounts to ensure accurate and timely completion of month end accounting periods
- Maintain the budgets within the finance system

Banking, cash and systems administration

- Support the Management Accountant with the finance system as a domain administrator to maintain user access, system set up and reporting

- Support the Management Accountant in maintaining up to date bank mandate signatories for all accounts
- Manage the auto-imported bank transactions to ensure they are accurately coded and posted is up to date
- Process sales returns from the visitor centres
- Provide end user assistance and training on the finance system

Other Finance responsibilities

- Provide support for the Finance Assistant role as required
- Provide support for the Project Coordinator with financial requests and grant claims as required

General responsibilities

- Adhere to all Trust policies, procedures, codes of practice and systems
- To represent the Trust in a professional manner and to act at all times in a manner which will not damage its reputation
- To ensure that all health and safety obligations are met in all aspects of the role
- To engender a culture of membership recruitment within the team
- Any other duties as delegated by management

Person Specification

- Level 3 AAT (or equivalent qualification), or relevant track record and knowledge
- Track record of assisting in the production of management accounts
- Track record of sales ledger processing
- Skills and knowledge of banking processes
- Excellent numeracy skills
- Accurate and speedy data entry skills
- Excellent IT skills with use Excel, Word, Outlook and Teams
- Honest, reliable & trustworthy
- Ability to work under pressure and meet deadlines
- Ability to prioritise workload and work unsupervised
- Ability to work as part of a team
- Strong customer service skills

Measurements of success

- Timely and accurate data entry
- Timely and accurate production of financial management information
- Adherence to financial timetables and deadlines
- Knowledge and correct application of BBOWT's financial processes and procedures
- Maintaining an excellent relationship with both external contacts and colleagues on all levels