

Middleton Hall have a fantastic opportunity for a **part time Management Accountant**.

We're a friendly community set within 45 acres of stunning grounds and we welcome applications from those who share our values and wish to be part of something special - helping our residents live their lives to the full.

The Opportunity:

- Permanent contract
- Part Time
- Hours and days negotiable
- Salary negotiable depending on experience
- Working in our accounts department

The Role:

- To lead and develop the finance team of the retirement village achieving excellent standards and budget performance.
- Prepare monthly management accounts
- Oversee purchase / sales ledger, payroll, VAT, reconciliations, etc
- Produce routine management reports

Please refer to the Job description below for further details of the expected duties.

About our accounts service

Integral to Middleton Hall – our small knit team, work great together providing an outstanding service to all.

Working closely with all departments ensuring the best Service is provided to all residents, co-owners and other Stakeholders.

To apply please send us your CV (and covering letter) or download and complete our [application form](#) returning either to recruitment@mhrv.co.uk



We are committed to safeguarding and promoting the welfare of our residents. We expect all co-owners and volunteers to share this commitment and an enhanced disclosure & barring service check (DBS) will be sought.

SUMMARY JOB DESCRIPTION – Management Accountant (PART-TIME)

Objective. *To lead and develop the finance team of the retirement village achieving excellent standards and budget performance.*

FINANCIAL REPORTS
<ul style="list-style-type: none">• Assist with preparation of annual budgets for all services• Compare monthly accounts against budget, analyse variances and feedback performance to directors and managers• Prepare monthly performance statistics for staff
BANK/CASH FLOW
<ul style="list-style-type: none">• Assist with preparation of annual cash flow forecasts to satisfy bank and shareholders• Monitor balances regularly• Manage cashflow• Approve supplier payments• Ensure all fee and sales income are collected
MANAGEMENT ACCOUNTS
<ul style="list-style-type: none">• Prepare monthly management accounts and distribute to managers on completion• Produce monthly figures for the bank• Create reports for departmental financial performance
FINANCIAL ACCOUNTS (including service charge accounts)
<ul style="list-style-type: none">• Prepare information for auditors• Produce all necessary reports• Liaise with Auditors to ensure a smooth and cost effective Audit• Calculate actual and budget service charge for independent property owners
PAYE/VAT/CORPORATION TAX
<ul style="list-style-type: none">• Ensure all tax is correctly accounted for and paid on time• Calculate, review, approve and submit returns
ACCOUNTS SERVICE
<ul style="list-style-type: none">• Support Accounts Service and ensure that all work is up to date (Sales / Purchase Ledger, Payroll, VAT, reconciliations, etc)• Review and where appropriate improve/set up systems• Assist with holiday cover• Provide training to accounts staff to ensure best practise and most up to date methods are used• Participate in annual review/comparison of fee rates

MANAGEMENT
<ul style="list-style-type: none"> • As a manager / supervisor you are responsible for: <ul style="list-style-type: none"> • Promoting Middleton Hall`s vision and values to all staff • Excellent communication within and between all services • Managing absence: sickness rates and holiday hours • Supporting sustainability for your service • Conducting/implementing high quality reviews, appraisals, supervisions, training and development • Ensuring staff follow all policies, procedures and guidelines. • Integrating living well philosophy
GENERAL
<ul style="list-style-type: none"> • Attend weekly meetings with the director and where appropriate other management meetings • Attend team meetings – both on and off site • Meet all deadlines required • All other Ad Hoc Duties when required

Position is responsible to the Finance Director