The position of Management Accountant requires the following knowledge, qualifications, skills and experience:

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|   |   | **Experience** |
|   | 1 | Professional accountancy qualification (full or part qualified), or demonstrable qualification by experience |
|  \* | 2 | Experience of effectively managing budgets (including setting budgets and monitoring them through monthly management accounts) and of producing accurate, clear and concise financial information for non-financial staff |
| \* | 3 | Experience of preparing accounts under the Charity SORP |
|   | 4 | Experience of producing annual statutory accounts  |
|  | 5 | Experience of accounting software |
|   | 6 | Experience of staff management; including setting objectives and providing regular support & supervision and appraisals |
|  | 7 | Experience of contributing to organisational planning and performance monitoring |
|   |   | **Skills / Ability / Knowledge / Attitudes** |
|  | 6 | Strong operational and organisational skills |
|  | 7 | Ability to work with databases and complex spread sheets with advanced Excel skills |
|  | 8 | Ability to translate accountancy theory into practice |
|  | 9 | Good verbal and written communication skills, excellent interpersonal skills and the ability to build and maintain positive working relationships |
| **\*** | 10 | A structured approach and effective time management skills including the ability to prioritise workloads to meet deadlines |
|   | 11 | An effective team player |
|  | 12 | An understanding of, and commitment to, equality and diversity |
|   | 13 | Able to receive and act on feedback in a positive and constructive way |
|   | 14 | Committed to the aims, values and objectives of BHT Sussex |