

Reports To:	Finance Director
Direct Reports:	No direct reports
Location:	15/16 The Avenue, Southampton
Hours:	Part Time – 22.5 hours per week (3 days)
Salary:	£17,975.68 to £20,340 per annum (£29,560 to £33,448 full time equivalent) Solent Mind Band D

Purpose:

The post holder will support the Director of Finance to produce the reports and detailed analysis required for Trustees and Senior Management. The Management Accountant will be required to complete month end accounting actions and work with the Finance Manager who will be responsible for the production of the accounting system management accounting reports for budget holders. The postholder will meet with budget holders to understand the projects and explain the accounts including variance analysis and identifying corrections and improved accuracy. The role will assist with budget preparation, forecast updates and scenario planning.

The post holder will receive training and support in use of the Microsoft Dynamics Business Central accounting system and will be involved in developing Power BI reporting. As part of a small Finance Team there will be opportunities to learn new skills and drive process improvements. The Finance Team also provides accounting support to a growing number of other regional Mind charities and we are keen to build this service.

Principal Accountabilities:

Preparation of Monthly Management Accounts

- Support production of accurate monthly management accounts, analysing differences from the budget and highlighting areas where action is required.
- To generate KPI's for individual projects and variance analysis and comments.
- Providing timely and accurate management information for decision making.
- To identify budget variances and reflect these in forecast updates.
- To liaise regularly with users of management accounts information to enhance the reporting and identify opportunities to improve processes, grow income, make savings and ensure best value.
- To assist in the preparation of tender costing and pricing.
- Produce ad hoc financial reports as requested including scenario planning.

Finance Training

- To assist with the preparation and delivery of finance training to managers and budget holders.

Internal Controls

- Assist in developing and upholding financial procedures and policies.
- Ensure compliance with member charity and Not for Profit sector control framework.

Stock Control

- Assist in stock takes as appropriate

Developmental Work

- Assist in developing information systems.
- Assist in reviewing and improving financial processes.
- Participate in staff development workshops and task groups.

General

- Ensure an excellent level of customer service to all staff.
- Share in routine office tasks.
- Attend relevant training courses.
- Willingness to work flexible hours as required to meet targets.
- Adhere to the aims, values, policies and procedures of Solent Mind, particularly safeguarding and health & safety.

This list is non exhaustive and other duties may be required to meet the needs of Solent Mind.

Requirement	Essential or Desirable
<p>Qualifications/Education/Training: (Minimum standard of education and professional qualifications (RQF level) required to achieve the purpose of the job to a fully satisfactory level)</p> <ul style="list-style-type: none"> • AAT Qualified or equivalent • Part Qualified ACCA/ CIMA/ ACA • Level 6 qualification 	<p>Essential Desirable Desirable</p>
<p>Experience: (What type and depth of experience is required to perform the duties to a fully satisfactory level)</p> <ul style="list-style-type: none"> • Experience of assisting in the production of accurate and timely management accounts and KPI's for different audiences • Detailed understanding of budget preparation and forecast updates • Experience of working as a Business Partner with budget holders to build their understanding and confidence • Knowledge of accounting systems, report creation and problem solving • Able to deliver training and explain management accounts at all levels • Understanding of transactional accounting across all roles of the Finance Team including policies and procedures • Understanding of the voluntary sector 	<p>Essential Essential Essential Essential Desirable Desirable Desirable</p>
<p>Knowledge/Skills/Competencies:</p> <ul style="list-style-type: none"> • Excellent Customer Service Skills • Good written and verbal communication skills and the ability to communicate clearly and form effective relationships at all levels • Excellent planning & organisational skills • Strong analytical skills • Strong computer skills and the ability to use computer-based information systems including but not limited to: Excel, Word, PowerPoint, MS Teams and accounting systems (Business Central, Xero) • Ability to work under pressure and manage own personal stress • A flexible and proactive approach to own professional development and a willingness to learn • Understanding of safeguarding in the context of mental health • Strong commitment to collaborative and team working 	<p>Essential Essential Essential Essential Essential Essential Essential Desirable Essential</p>

Requirement	Essential or Desirable
Other: <ul style="list-style-type: none"> • Commitment to Solent Mind's values • Commitment to Solent Mind's Equal Opportunities and Diversity and Inclusion Policies • Willingness to undergo a relevant DBS Check if required 	<p>Essential</p> <p>Essential</p> <p>Essential</p>

<p>Date job originated: 15 July 2025 Date job reviewed: 15 July 2025 Reviewing Manager: Finance Director</p>
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