Recruitment Pack
Assistant Management Accountant
About this role.

The Assistant Management Accountant is a key member of the Finance team tasked with ensuring accurate expenditure information is recorded in the finance system so that Country Directors and UK budget holders are able to manage their budgets and ensure value for money is promoted throughout the organisation’s activities.

As well as being responsible for expenditure, including payroll for Raleigh’s UK based office in London, the position will ensure financial information is received from the overseas offices on a timely basis to feed into the monthly management accounts process.

Reporting to the Management Accountant you will also oversee the work of the Finance Officer.

How to apply
Please apply via the Charity Job website or through our anonymised application form on our website here.

Closing date
17 April 2022 – but candidates will be reviewed continuously and therefore early application is advised

Interview date
w/c 18 April 2022

Contract
Permanent, Full time

Location
Hybrid working from home and in the office in Westminster, London

Salary
£32,000

About this role.

The Assistant Management Accountant is a key member of the Finance team tasked with ensuring accurate expenditure information is recorded in the finance system so that Country Directors and UK budget holders are able to manage their budgets and ensure value for money is promoted throughout the organisation’s activities.

As well as being responsible for expenditure, including payroll for Raleigh’s UK based office in London, the position will ensure financial information is received from the overseas offices on a timely basis to feed into the monthly management accounts process.

Reporting to the Management Accountant you will also oversee the work of the Finance Officer.

Role description.

About this role.

The Assistant Management Accountant is a key member of the Finance team tasked with ensuring accurate expenditure information is recorded in the finance system so that Country Directors and UK budget holders are able to manage their budgets and ensure value for money is promoted throughout the organisation’s activities.

As well as being responsible for expenditure, including payroll for Raleigh’s UK based office in London, the position will ensure financial information is received from the overseas offices on a timely basis to feed into the monthly management accounts process.

Reporting to the Management Accountant you will also oversee the work of the Finance Officer.

How to apply
Please apply via the Charity Job website or through our anonymised application form on our website here.

Closing date
17 April 2022 – but candidates will be reviewed continuously and therefore early application is advised

Interview date
w/c 18 April 2022

Contract
Permanent, Full time

Location
Hybrid working from home and in the office in Westminster, London

Salary
£32,000
Role responsibilities.

**Expenditure Accounting**
- Maintain the fixed asset register
- Process prepayments and accruals
- Manage the credit and prepaid card schemes
- Perform Balance Sheet reconciliations
- Maintain the purchase ledger
- Input monthly staff cost journal

**Payroll**
- Preparation of monthly payroll
- Submit returns and payments to HMRC and pension provider
- Administer the pension scheme

**International Office Support**
- Support the Management Accountant in overseeing the processing of financial information from the 4 overseas offices

**Banking and Cash Management**
- Maintain the UK bank accounts and work with the Finance Officer on the monthly reconciliation process

**VAT**
- Prepare quarterly VAT returns for the charity and trading subsidiary

**Other**
- Provide assistance to the Finance Officer in processing card payments from volunteers made over the phone
- Assist the Management Accountant to prepare and publish monthly management accounts for the whole organisation
- Assist in the budgeting and forecasting process
- Assist with preparation of information and documentation for the annual audit
Person Specification.

Essential.

- Knowledge of payroll processing
- Balance sheet account reconciliations
- Preparation of VAT returns
- Fixed Asset, prepayments and accruals accounting
- Experience of maintaining a purchase ledger
- Knowledge of bank reconciliations
- Demonstrable experience of reporting to deadlines
- Excellent attention to detail, reliability and a hands-on approach
- Intermediate Excel skills
- Commitment to the aims, objectives and values of Raleigh
- Part qualified ACCA or CIMA accountant or qualified by experience

Desirable.

- Experience of management accounting including budgeting and forecasting process
- Experience of working with overseas finance teams
- Experience of annual audit process
- A basic understanding of charity accounting
- Oracle Netsuite
- Microsoft Dynamics 365 Business Central
Why work for us?

What makes Raleigh International different…
We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.

Julian Olivier, CEO, Raleigh International
Our vision.
A fair, inclusive, and green world where young people confront the planet’s most urgent crises.

Our mission.
To ignite youth-led action that creates solutions to the world’s most urgent problems.

Our role.
We support young people by connecting them with the skills, networks, platforms and experiences to lead action on the change they demand.
Raleigh International is a youth-driven organisation supporting a global movement of young people to take action.

We exist to ignite youth-led action that creates solutions to the world’s most urgent problems. But while young people demand change now, they do not always know how to take action. We support young people by connecting them with the skills, networks, platforms and experiences to lead on the change they demand.

We work globally to promote the role of young people in decision making and civil society, creating meaningful youth employment and enterprise, protecting vulnerable environments, combating climate change, and ensuring the right to safe water and sanitation.

With over 35 years of experience working with over 55,000 young people from more than 100 countries, we’re an ever-evolving organisation, constantly adapting to new ideas and challenges.

This generation of young people will change the world. But in order to make the vision of a fair, inclusive and green world a reality, young people must be given access to the platforms, networks, skills and experiences they need. They must engage in action where their rights are championed, and where their voice is heard as an equal.

We support young people to move up through three levels of participation; first engaging as contributors; then as collaborators; before arriving at the level of initiators.

Contributor.
I contribute towards the achievement of predefined goals, generating new opportunities for myself and the world.

Collaborator.
I collaborate with other young people, making decisions about the goals we want to work towards collectively.

Initiator.
I ideate, initiate and engage in equitable decision making with adults devising new ways to work towards shared goals.

Our Global Alliance

For 35 years we have helped create youth leaders who are empowered to create lasting change in their communities. Our global alliance of over 15 countries forms a network of committed changemakers who collaborate on and initiate programmes and campaigns which are helping to build a greener and fairer world.

Action Not Excuses

Action Not Excuses is our first ever global environmental campaign. It will link up young people across the world to take climate action. Together we will support 100,000 young people to create new green jobs, lead the fightback against waste and pollution, and plant 10 million trees.

Your Impact.

Raleigh International’s size means that you can have a big impact on the organisation with your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans and bring your ideas to the fore. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Our Culture.

Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.
Our Values.

All organisations have their values, but Raleigh International really is an organisation that strives to recruit based on cultural fit and hire people who really embody, not just embrace, our values. Above all we are an organisation of motivated doers, so our values are action-orientated. Here are our values and some stories from employees as to how they live those values.

“Find the courage to speak up for a cause and take action.”
Jyotir, Operations Manager, Nepal

“It is inspiring to work with such a dedicated international team where we are all striving to make the greatest positive impact”
Josh, Marketing, Recruitment and Events Officer

“Raleigh International life is being surrounded by young people who have special talents, passions, and good energy to drive changes.”
Gerald, RTS project Coordinator Tanzania

“I am glad to work somewhere where diversity is celebrated, and we can come to work as ourselves”
Heleena, People, Culture and Training Manager, UK

“We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”
Hellen, National Volunteer Coordinator, Nicaragua

Create impact together.

We believe our voices and actions are stronger together. It is the ideas and power of an inclusive movement that changes the world.

Act with integrity.

We respect the qualities of real leaders, and we strive to embody them in everything we do.

Commit to learning.

We understand the importance of learning for growth and inclusion. We must listen to and learn from each other to create real change for everyone, everywhere.

Find the courage.

We stand up for what we believe is right, even if this means stepping out of our comfort zones.

Never give up.

Changing the world can be hard, but we will not stop until we have achieved all we set out to.
Office hours.

Normal office hours are Monday to Friday, 9am - 5pm, though staff can vary their start and finish times between 8am - 4pm and 10am - 6pm. Weekend, early morning and evening working may be required depending on the requirements of the role. See the role description for more information. We have a hybrid style of working between our London, Westminster based office and remote working. Currently you would need access to our office to work for us.

Employment eligibility.

To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

Anti-corruption policy.

It is Raleigh International’s policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.

Equity, Diversity and Inclusion.

We are committed to eliminating discrimination and creating a workforce that reflects the societies we live and work in. We are also committed to creating an inclusive workplace culture that supports diversity and inclusion, allowing all colleagues and volunteers to bring their whole selves to work or their volunteering placement, without fear or judgement. We believe achieving equality, diversity and fairness of opportunity is our shared responsibility and we are working hard to ensure that as an organisation and as individuals we are all accountable. It starts with us.
Not only does a career at Raleigh International offer fulfilling job satisfaction and impact, but we take seriously investment in our best resource – our people. As an employee of Raleigh, you will be able to access the following benefits:

Volunteering leave.
We believe in the power of volunteering. That’s why we offer every employee twenty-eight hours (four days) volunteering leave per year (pro-rated for part time staff).

Employee Assistance Programme.
Raleigh is part of an employee assistance programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

Wellbeing programme.
We know that healthy bodies and minds are important. Whether it’s yoga sessions in the office, staff welfare days and collaborative weekly wellbeing events, Raleigh International Head Office strives to offer a mix of activities.

Season ticket loan.
Interest free loans are available to allow staff to save money and purchase season tickets. The loan is paid back monthly via deductions from your salary.

Other benefits.
Also available to staff are enhanced maternity/paternity/adoption pay, life assurance, pension scheme, study leave, staff discounts and free eye-sight tests.