

Interim Management & Systems Accountant

- **Duration:** 6-Month FTC
- **Salary:** M1 (£39,517 - £45,727)
- **Location:** Flexible, Flexible, 1-2 days per week in the London Office (Victoria) and occasional travel to Avon Tyrrell, New Forest
- **Reporting to:** Finance Director
- **Department:** Charity Services
- **Key working relationships:** Staff across UK Youth, particularly the **Network Delivery** and **Income Generation** teams

Purpose of the Role

This role is vital to the Finance team. It ensures accurate, high-quality financial reporting while driving automation and efficiency across financial processes. As a **Finance Business Partner**, you will work closely with budget holders, particularly in **Network Delivery** and **Income Generation**, providing them with meaningful financial insight and advice.

You will also play a key role in **understanding and managing programme/project funding**, ensuring effective tracking of **restricted and unrestricted income** within the charity sector. Your ability to leverage **Microsoft Excel**, **NetSuite**, and other financial tools will be crucial in optimising our financial systems and improving processes.

Key Responsibilities

Financial Reporting & Business Partnering

- Prepare, analyse, and improve **monthly management accounts** and departmental reports, ensuring they provide valuable insights.
- Work closely with **Network Delivery** and **Income Generation** teams to help them understand financial performance, including restricted/unrestricted funding streams.
- Share reports with budget-holders, resolve queries and participate in **monthly review meetings**.
- Develop ad-hoc financial analysis and reporting tools to aid decision-making.

UK YOUTH

- Lead the preparation of the **monthly health pack (management accounts)** for review by the Finance Director.
- Maintain up-to-date **forecasting models** for all departments.

Process Automation & Systems Development

- **Champion automation** in finance, streamlining processes to improve efficiency and reduce manual workload.
- Lead initiatives to **enhance financial systems and reporting tools**, identifying and implementing automation opportunities.
- Work with ICT and digital teams to integrate **financial systems with other internal platforms**.
- Take the lead in **developing NetSuite** capabilities and ensuring finance processes align with best practices.

Treasury & Cash Flow Management

- Oversee the **preparation of cash flow forecasts** to ensure the charity remains in a strong financial position.
- Assist with treasury management, ensuring optimal use of funds and returns on cash balances.

Annual Budgeting & Financial Planning

- Support the Finance Director in managing UK Youth's **annual budgeting process**, including preparing budget templates for departments and projects.
- Ensure that all teams have **accurate financial data** for budgeting and decision-making.

Training & Financial Systems Support

- Support and train budget-holders on **financial procedures**, ensuring they fully understand the financial aspects of their work.
- Set up and maintain **departments and employees in NetSuite**, ensuring the accuracy of financial data.
- Develop and deliver training on **Excel financial models, NetSuite functionality, and other automation tools**.

Person Specification

Experience & Knowledge

- ✓ **Qualified or part-qualified accountant** (ACA, ACCA, CIMA, or equivalent)
- ✓ Proven experience in **management accounting, budgeting, and financial analysis**
- ✓ Experience working within a **charity or non-profit environment**, with a strong understanding of **programme/project funding** and **restricted vs. unrestricted income**
- ✓ Experience as a **Finance Business Partner**, providing insight and financial advice to non-finance teams
- ✓ Demonstrated ability to **automate financial processes** and improve systems efficiency
- ✓ Experience working with **NetSuite** (or a similar accounting system) and ability to adapt to new finance platforms quickly

Skills & Competencies

- ✓ **Advanced Excel skills** – the ability to build and improve complex financial models, automate reports, and analyse large datasets
- ✓ Strong understanding of **accounting software** and ability to optimise financial systems
- ✓ Ability to **work collaboratively with budget-holders**, providing meaningful financial insights to drive decision-making
- ✓ Excellent **analytical and problem-solving** skills, with the ability to streamline processes and improve efficiency
- ✓ Strong written and verbal communication skills, with the ability to explain financial information to non-finance colleagues

Why Join UK Youth?

At UK Youth, we are committed to ensuring that all young people are equipped to thrive. This role is an opportunity to **make a real impact** within the charity sector, helping to improve financial processes and providing crucial financial insight to support our programmes. If you love working with **data, automation, and systems** and want to be part of a team driving change, we would love to hear from you!