

**We need  
people  
who are  
great with  
people.**



# **Applicant Information Pack**

## **Management Accountant**



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# Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Carl Hankinson, UK Chief Volunteer



Aidan Jones, Chief Executive

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Chief Scout, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levi Roots (third from left) with our Scouts at 10 Downing Street, London UK

# You'll be helping change young people's lives. But what else is there for you?

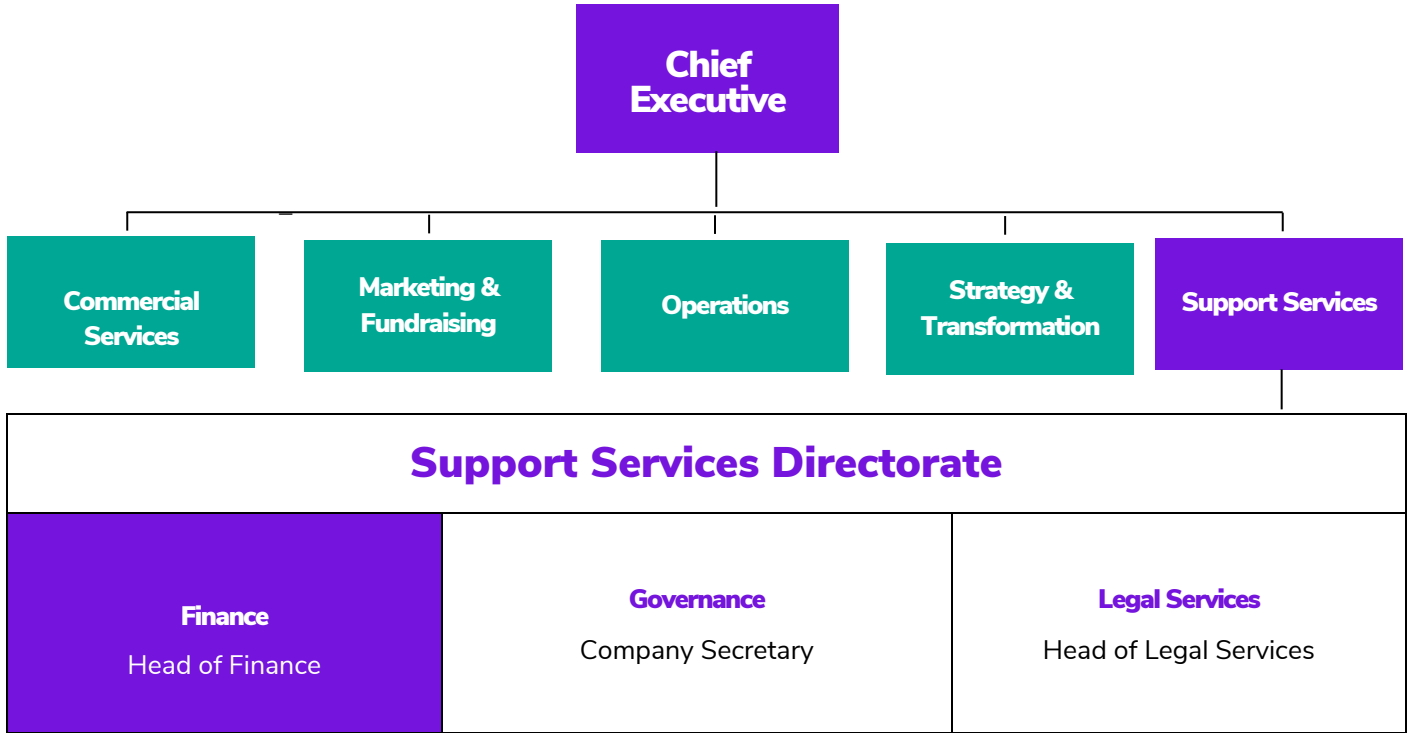
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go camping).
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our new interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working

## Want to know more?

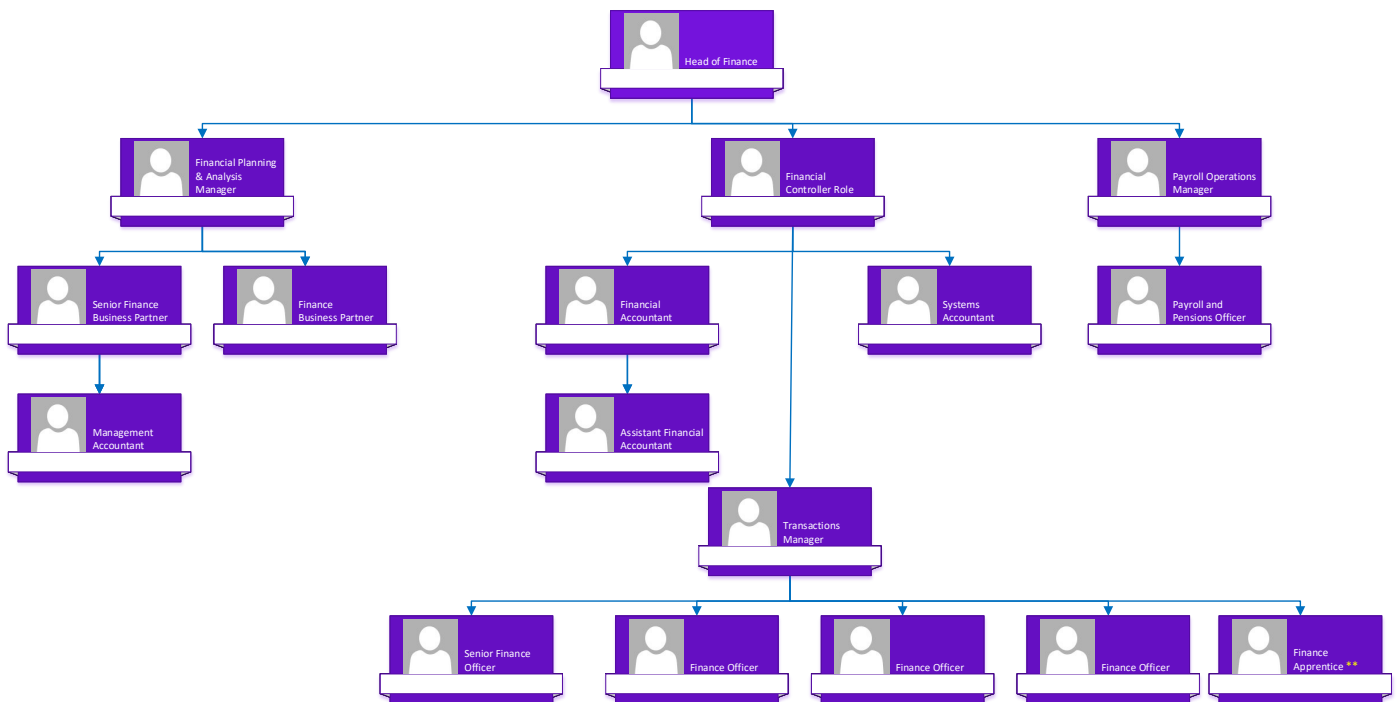
Check out our [benefits page](#)

# How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



## Finance Department Team Structure:



# We're the Finance Team.

## We're doing well, but you can help us do better.

### Introducing the Finance Department

The Finance Department provide a variety of essential services to support the Scouts Authority achieve its mission.

We are organised across three main areas; our Financial Management team provide business partner support to the organisation and monitor how we spend and plan to spend our money; our Financial Accounting team produce our annual accounts, pay our suppliers, manage funds received and our bank accounts; and finally, our Payroll & Pensions team.

If you are someone who loves to throw themselves into a challenging, interesting, and changing environment, then our team is for you! Our team will provide you with development opportunities for you to grow and support your professional development.

We are a friendly and social team but work hard!

If you are looking for your next challenge with a team of talented, passionate, fun and professional people, committed to making a difference for young people, within a value- based culture, then we'd love to hear from you.



Dominic Nastri, Head of Finance

# About the role

<b>Responsible to:</b>	Senior Finance Business Partner
<b>Department:</b>	Finance
<b>Base Location:</b>	Gilwell Park, Chingford, London
<b>Role supports hybrid working:</b>	Yes –2x a week at Gilwell Park– <a href="#">click here</a> for further details
<b>Term:</b>	Permanent
<b>Salary:</b>	£35,090 per annum – Band E, Level 3 (Inclusive of Market Supplement and Outer London Weighting)
<b>Hours:</b>	35 hours per week
<b>Line Management Responsibility:</b>	N/A
<b>Internal Relationships:</b>	Executive Leadership Team, Leadership Forum, Employee Forum, All Budget Holders, All of Finance
<b>External Relationships:</b>	Auditors, Bankers, Lawyers, Investment Advisors, Tax Advisors, Subsidiaries
<b>DBS:</b>	Basic

## Key accountabilities

### Financial Planning and Management Reporting

- Preparation of high quality, fit for purpose, accurate and timely consolidated management accounts including commentary, and key performance indicators.
- Support the revenue, capital and cash financial planning process end to end (e.g. annual budget and regular forecasting). This includes supporting the preparation of timetable and instructions.
- Develop reports for monitoring of performance for a range of stakeholders (e.g. for Budget Holders, Executive Leadership Team, and Trustees).
- Complete detailed variance analysis and collect meaningful commentaries.
- Continually improve how finances are communicated to a range of stakeholders.

## Financial Analysis

- Develop and maintain financial models to support strategic decision making, the business planning process and provide business insight.

## Finance Accounting and Control

- Support the preparation of annual statutory accounts in accordance with regulatory requirements and assisting meeting external audit requirements. Fully participate in the audit process and be available for the auditors to provide information for the statutory accounts.
- Responsible for accruals and prepayments and assist the Transaction Team when required.
- Prepare the monthly Fund Statement.
- Complete monthly reconciliation of allocated balance sheet accounts.
- Support the month end close.

## Financial Collaboration

- Support the whole Finance Team as required, specifically both Finance Business Partners and the FPA&A Manager.

## Finance Systems

- Upload management information on reporting system (Adaptive Planning) on monthly basis, review and reconcile to central accounting system.
- Develop the financial planning system (currently Workday Adaptive Planning), particularly with regards to financial planning and monitoring. Streamlining and improve accounting systems.

## Project Accounting and Procurement

- Support programmes, projects and procurement from a finance perspective.

## Finance Training

- Training budget holders in the use of reporting tools.

# About you

## Skills and Abilities

- Good interpersonal and both written and verbal communication skills
- Good at presenting complex topics in an easy-to-understand manner, comfortable working independently, and a proactive attitude to challenge are all essential.
- Skilled communicating finance to support decision making in Scouts.
- Good change management skills and ability to empathise with others and understand challenges.
- A collaborative team player, who can problem solve with others to reach an outcome.



## Knowledge, Experience and Qualifications

- You will be part-qualified in accountancy (e.g. ACCA, CIMA or AAT) or an overseas equivalent in accountancy and also have experience of working within a complex financial environment as well as evidence of working at a high level with a computerised finance system.
- Experience of working with multiple stakeholders across a multiple teams and structures.
- Experience of the charity, not for profit, public sector, is helpful but not essential.

## Values and Personal qualities

- We are looking for someone who is driven by seeing continuous improvement and works well with others to develop processes and tools.
- Establishes relationships quickly by virtual and face to face means.
- Determined and resilient individual who loves to solve problems.
- Able to adapt and work successfully within an evolving culture.
- Committed to the development of young people and to the values of Scouting.

# How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit an application via the Smartsheet link on [our jobs page](#) by **11:59pm on Sunday 1<sup>st</sup> December 2024**.

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Interviews will be held at Gilwell Park on **Wednesday 4<sup>th</sup> December 2024**.

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact [recruitment@scouts.org.uk](mailto:recruitment@scouts.org.uk) to set up a call or virtual meeting.