

## Management Accountant \*6 Month Contract - Hybrid

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Company: Office Angels

Location: Gateshead

Category: other-general

Exciting Opportunity for a Management Accountant in Gateshead

Are you an experienced Management Accountant seeking a new challenge? Look no further! Office Angels is thrilled to present a fantastic opportunity with our esteemed client based in Gateshead.

About the Company: Join a well-established organisation known for its success and supportive team environment. Our client takes pride in its values and culture, offering a dynamic workplace where growth and development are encouraged.

Role Overview: As a vital member of the finance team, you'll play a pivotal role in overseeing day-to-day finance operations and payroll. Supervising the Finance Assistant and Administrator, you'll ensure smooth operations while assisting in producing management and project reports.

Benefits:

Initial 6 month contract, with the view to being made permanent.

Salary: £32,838

Hybrid Working: Minimum of 1 day in the office per month for team days. Initial training attendance in the office required.

Office Hours: Monday - Friday, 9 AM - 5 PM.

Location: Conveniently located in Gateshead centre close to transport links with free on-site parking.

22 days plus bank holidays, rising after 2 years.

Health & well-being focus with Silver status 'Better Health at Work Award' and active pursuit of Gold.

Employee Assistance scheme providing access to free Health advice, counselling services, and legal guidance, along with savings on Dental & Optical check-ups.

Enrol with Perkbox for savings on a host of online and high street retailers.

Pension contribution.

Opt into 4-day working week following 6-month probation

**Key Responsibilities:**

Supervise finance operations and payroll, including reviewing bank reconciliations, authorising bills for posting, and addressing day-to-day finance queries.

Produce management accounts, produce project reports, collaborating with the Corporate Services Team for shared objectives and contributing to the implementation of new HR/Payroll systems and reporting tools.

Prepare annual reports and financial statements, liaising with auditors and key stakeholders as necessary.

Generate balance sheet reconciliations, review prepayment proposals, and assist with budgeting, forecasting, and acting as a business partner to key budget holders.

Report on forecasts & budgets, review budget variance reports and discuss with relevant line managers to identify forecast changes required.

Assist in reviewing payroll data, ensuring accuracy, and facilitating timely submission of payments.

Analyse payroll reports to ensure correct allocation of salaries against funding codes, crucial for project budget reviews.

Check month-end balances for the charity, enabling timely production of management reports and subsidiary accounts.

Prepare VAT returns quarterly and gather information for grant claims.

**Essential Skills:**

Proficiency in accounting routines and Xero software

Part or full qualifications will be considered, along with experience

Experience in management accounts reporting and payroll processes

Strong communication and teamwork skills

Proficient in Office 365 applications

Desirable Skills:  
Previous experience in charity or voluntary sector

Project management experience  
Don't Miss Out! If you're ready to take control of your career and make a meaningful impact, apply today to join our dynamic team. We look forward to welcoming you aboard!

Office Angels is an Equal Opportunities Employer.

Ready to seize this opportunity? Apply now!

Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Office Angels. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website

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