

Recruitment Pack Management Accountant Deadline for applications: 2 December 2024



Thank you for your interest in the role of Management Accountant.

We are looking for an accountant to provide a comprehensive accounting service to both our organisations, as well as a number of partner organisations to which we outsource our finance services.

The Movement for Reform Judaism (MRJ) and Liberal Judaism (LJ) are separate organisations, which are currently working towards coming together as one charity. The successful candidate will initially be employed by the Movement for Reform Judaism, working closely with Liberal Judaism as a partner organisation.

About us

Who we are:

Reform and Liberal Judaism make up the second largest Jewish denomination in the UK.

- We consist of 80 member communities across the UK, with an adult membership of over 26,000.
- 23 of our communities are in Greater London,
- We work with Jews of all ages: 1 in 4 of all Jewish students at university identify as Progressive Jews
- We are part of an international movement. The World Union of Progressive Judaism consists of nearly 2 million people across 1250 communities in 50 countries.

Historically, in the UK Reform and Liberal Judaism have worked as two separate organisations. In 2023, it was announced that they would be working together to create one movement to represent all of the UK's Progressive Jews.

What we believe:

Our core values include:

- **Commitment to Jewish scholarship and innovation:** we believe that our forms of Jewish life add meaning to our lives, and that everyone should be able to access a Jewish life that is welcoming, rich and inspiring, embracing innovation in religious observance alongside our textual and ritual inheritance.
- **Commitment to equality and inclusivity:** we believe that we are all created in the image of God, and therefore hold an uncompromising commitment to building communities built on the equality and welcoming to all, no matter their gender identity, sexual orientation, race, ability or any other characteristic.
- **Commitment to social justice, interfaith dialogue and social cohesion:** we believe that fundamental to Jewish life is to be a force for good in the world, playing an active role in shaping a society that reflects our Jewish values, recognising the moral equality of all peoples.
- **Commitment to diverse voices as a Jewish principle:** we recognise that people bring diverse beliefs and opinions and seek to create communities that are capable of holding diversity and respectful disagreement.

What we do:

The main areas of work of the movement are:

- **Communities:** Strengthening, supporting, and connecting our communities.
- **Communication and External Affairs:** Communicating and amplifying our values, and form of Jewish life, in the wider, faith and Jewish world
- **Status and Outreach:** Enabling and encouraging individuals, families and new communities to enter Progressive Jewish life.
- **Youth, Students and Young Adults:** Inspiring and connecting the next generations of Progressive Jews.

Additionally, the Movement for Reform Judaism provides services to a number of partner organisations in the areas of finance, risk, IT, compliance and HR.

The Role

The Management Accountant will be a key part of our operations, reporting to our Director of Finance to provide financial management of our organisations and those of partner organisations for which MRJ provide services.

They will be responsible for a small finance team. They will ensure all financial processes and procedures are run efficiently and effectively to trial balance, to ensure ease of production of management reports for Trustee Boards. This will include review of month end reconciliations, management of expenses and payments to suppliers and debtor control, responsibility for all payrolls and taking charge of the year-end financial reporting cycle for all organisations.

This is a very hands-on role and requires the ability to lead and direct, while also inputting to the delivery. We are seeking someone who has an eye for detail and is able to optimise efficiencies and clearly present information.

Terms and benefits

Reports to: Director of Finance

Responsible for: Management, supervision, training and development of the finance team

Working with: The finance team, staff within:
The Movement for Reform Judaism (MRJ), Liberal Judaism (LJ) and our partner organisations: Leo Baeck College (LBC), Manor House Trust (MHT), Shofar Day Care Centre, European Union for Progressive Judaism (EUPJ), synagogues for which we provide financial support

Salary Range: c.£52,000 - £62,000 p.a. dependent on experience

- Flexible working across a 33½ hour week (mainly office based, with some WFH)
- 21 days holiday rising to 26 after 3 years, plus all holidays as observed by Reform Judaism when they fall on your normal work day.
- Pension up to 7% employer contribution after two years' service
- Life Insurance (2 x salary for first two years; 4 x salary after two years)
- Subsidised lunches from on-site cafe
- Employee Assistance Scheme that includes your partner and immediate family

The successful candidate will initially be employed by the Movement for Reform Judaism, working closely with Liberal Judaism as a partner organisation.

Principal Accountabilities

Responsibilities

- Ensure underlying records are complete and accurate in order for management reports for MRJ, Shofar, LJ, LBC and MHT to be issued at least 5 working days before their respective Board meetings
- Prepare monthly trial balance reconciliations ensuring accuracy and timely reporting
- Proactively support and line manage the finance team, ensuring that they are fully-skilled to meet their personal objectives
- Calculate annual assessments for community contributions and ensure they are invoiced appropriately for annual charges and sundry sales. Liaise with communities to collate the appropriate information required, deal with queries promptly and respectfully
- Ensure events and all other income streams are invoiced efficiently using information from different booking systems and each category of debtors are managed appropriately
- Ensure ledger balances are clean and accurate. Send statements and chase up outstanding items
- Ensure expenditure has appropriate authorisation, is within budget and payment processes run smoothly. Check costs are correctly allocated to GL accounts and cost centres, consistently applied
- Proactively develop and improve financial systems to streamline processes and create efficiencies
- Assist with production of annual financial statements in accordance charity accounting rules for all organisations and support the year-end process including liaison with auditors to finalisation
- Assist with preparation of the annual Budget template for review, prior to the relevant Board meeting for each organisation
- Responsibility for production of all payrolls ensuring they are accurate and paid on time, pension details are provided/submitted promptly and PAYE/wages control accounts reconciled monthly
- Support the Youth, Fundraising, Community and Outreach departments in all aspects of management reporting and operational finance requirements including assisting with budget preparation, income recognition, cost review, reconciliation and variance analysis
- Fully lead the financial assistance process, including collating information, liaison with applicants, review of applications, collection from funders and setting instalment plans using the youth CRM
- Review fundraising analysis and reconcile monthly to fundraising database
- To ensure Gift Aid documentation is correctly retained, reflected in the accounting system and claim submissions are made on a timely and accurate basis
- Attend regular meetings with outsource organisations' managers and other staff where appropriate, to agree timetables and review accounting issues, maintaining good relationships and clear communication lines

Other Responsibilities

- Produce ad-hoc analysis as required
- To be responsible for liaising with line manager in respect of personal performance, development and training needs.
- To undertake other duties within the scope of the job, as directed from time to time

Person Specification

Necessary Qualifications

- Hold a recognised accounting qualification (CIMA, ACA or ACCA) with minimum 3 years post-qualification experience; or educated to degree level and qualified by experience

Skills & Abilities

We are looking for someone who can demonstrate the following:

- Strong analytical skills with an ability to input and interpret complex data using IT systems
- Ability to deal with a variety of daily issues, meet deadlines, work under pressure and prioritise work with minimum supervision
- An ability to identify improvements required and automate and streamline
- Strong communication skills both orally and in writing
- The ability to build strong working relationships with stakeholders
- Ability and willing to work as part of a team, taking responsibility for own accountabilities whilst supporting and sharing knowledge with others to ensure timely and accurate reporting
- An ability to identify and implement system/process improvements

Experience

We are looking for someone who can demonstrate experience of:

- Preparation of regular management accounts, including variance analysis for more than one organisation
- Preparing for year-end audit
- Reviewing information, providing commentary and audit trail
- Running monthly payroll for multiple organisations
- Managing a small team

Special Knowledge

We are looking for someone who can demonstrate:

- Competence in using accounting software packages and MS Office applications, specifically Excel to a high level
- Ability to maintain confidentiality at all times
- Lateral and creative thinker in order to solve accounting problems

Personal Qualities

We would like someone who:

- Is able and happy to work flexibly to meet the needs of the organisation
- Has a natural ability to network and form relationships
- Understands how to proactively listen to others
- Is able to prioritise effectively in order to manage a variety of competing demands

Our recruitment process

As an organisation working with children and vulnerable adults, we uphold the highest levels of safeguarding. All recruitment is subject to our safer recruitment policy ([click here](#))

To comply with our safer recruitment policy, all applications must be on our application form. Please ensure that you read the job description and person specification for the position that you are applying for. It is important that you demonstrate your knowledge, skills and experience meeting the role requirements and person specification, as well as an understanding of our organisation.

There will also be a requirement to make a presentation at second interview stage. To apply please download the [application form here](#).

References

Offers for job roles are subject to the receipt of two references that we consider satisfactory. Please ensure that one referee is your current or most recent employer.

We will not contact referees until an offer has been made and we have received confirmation from you that you are ready for us to contact the referees.

For more information

If you have any questions, or would like to speak to someone about this vacancy prior to application, please contact:

ahinchin@rjuk.org

Alison Hinchin, Director of Finance, Movement for Reform Judaism

josh@rjuk.org

Rabbi Josh Levy, CEO, Movement for Reform Judaism