



Association of Anaesthetists

Job title: Management Accountant

Responsible to: Head of Finance

Key relationships: SMT, managers and teams, auditors, external suppliers

Salary: £48,773

The Association of Anaesthetists is the professional membership organisation for Anaesthetists in the UK, Ireland, and across the globe. With over 10,000 members, our mission is to safeguard patients by educating, supporting, and inspiring every anaesthetist throughout their career, enabling them to provide the best care in every healthcare setting. Our four strategic priorities are Patient Care and Safety, Education and Research, Advocacy and Support, and Innovation and Growth.

Our values are embedded in everything we do. We are:

- **Committed:** We are a respected and independent organisation, committed to speaking up and speaking out on behalf of our members and the anaesthesia community.
- **Trusted:** For over 90 years, we have helped to set standards, share knowledge, and support thousands of people in a vital profession. Our expertise matters to our members and globally.
- **Innovative:** We look forward, not back. We care about the future of anaesthesia and actively help shape its future on behalf of our members by listening, responding, and innovating.
- **Connected:** We are a dynamic, diverse, and inclusive community. We exist because of, and on behalf of, our members.

Job purpose:

Alongside the Head of Finance, the Management Accountant will provide business partnering by build relationships with SMT, managers and their teams, providing them with financial insights, reporting and analysis that enable them to make informed decisions. The post holder will champion and drive automation, enabling the effective and efficient running of the finance function.

The post holder will be a part-qualified/newly qualified accounting professional with experience of working in a not-for-profit setting. The role involves use of our accounting system IRIS Financials (formally PS Financials), ensuring the accurate and timely reporting of financial information; compliance with both internal financial procedures and external regulations; and recording and monitoring of financial data.

This role is based at our head office in 21 Portland Place, London. We offer a hybrid working arrangement with a minimum of 2 days in the office per week.

Key responsibilities:

Financial management and reporting

- Prepare monthly management accounts and cash flows for the Head of Finance to review.
- Prepare year-end schedules and other supporting documents for submission to external auditors as set out in annual audit plan and support the Head of Finance with responding to auditor queries.



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- Maintain the Association's accounting systems including updating the chart of accounts, period maintenance and user access.
- Support the Head of Finance with maintaining bank mandates for the Association and Foundation.
- Prepare monthly payroll journal and pension upload for the Head of Finance to approve.
- Prepare quarterly VAT return for approval by the Head of Finance and reconciliation of VAT control accounts within IRIS Financials.
- Reconcile statements received investment managers and record investment income and gains/losses into IRIS Financials accounts.
- Ensure assets are created and disposed within IRIS Financials fixed asset register and depreciated in accordance with the Association's capitalisation and accounting policies.

Operational management

- Provide high quality and effective financial reporting, support and assistance to the Head of Finance and other senior managers in relation to budgets, forecasts and any financial modelling as required.
- Under the guidance of the Head of Finance, monitor and review financial systems and procedures and recommend, devise and implement more effective and efficient procedures.
- Maintain and improve your own competencies through continuous professional development.
- Abide by organisational policies, codes of conduct and practice as described in the Staff Handbook.
- Support and promote the Association's commitment to diversity and equality of opportunity in the workplace.

This job description is intended to reflect the main duties and responsibilities of the post and is not an exhaustive list of duties. The post holder may be required to undertake other duties which are commensurate with the role.



Person specification

Skills, knowledge and experience	
Essential	Desirable
Part-qualified / newly qualified accountant (ACA/ACCA/CIMA/CIPFA).	Experience of working within the membership or not-for-profit sector.
Excellent communication and interpersonal skills, including the ability to explain financial information to non-finance managers.	Experienced in the use of IRIS Financials
Excellent working knowledge and understanding of computerised accounting systems. Strong Microsoft Office skills.	Experience of supervising and or coaching an individual
Experienced in the use of membership databases and reconciling financial data held within database to accounting system.	Experience of processing and/or reviewing payroll
Experienced in leading or participating in the production of regular management accounts and other financial performance reports.	
Working knowledge of charity accounting including principles of restricted fund accounting.	
Highly organised, able to work swiftly but with strong attention to detail and a focus on accuracy.	
Strong customer service skills and demonstrable ability to work with a diverse range of people.	
An appetite for problem-solving and making improvements and enhancing existing ways of working.	