

Magic Me Management Accountant – Job Description



Independent Consultant Contract

About Magic Me....

Since its founding in 1989, Magic Me has pioneered intergenerational arts practice. Our story for the past 28 years has been one of innovation and constant evolution in the field of intergenerational practice, in direct response to the specific needs of the culturally diverse communities we serve across London. At the same time our award-winning approach and published research have earned us recognition across the country and internationally.

All our activities are run in partnership with other organisations, large and small; we have run hundreds of projects with thousands of people in schools, care homes, galleries, museums, open spaces and community centres. We are a learning organisation - time for participants to reflect on their progress and CPD for artists are both integral to our approach

Magic Me has a staff of nine with an FTE of eight. Turnover is expected to rise to £470,000 in 2018/19. Copies of previous Magic Me accounts can be found on the Charity Commission website.

Who we are looking for...

We are looking for a flexible, creative and experienced Management Accountant to work alongside the Director, General Manager and Finance and Risk Committee (a sub-committee of the Magic Me Board) and Auditor. You will be a skilled charity accountant confident in explaining and interpreting financial data and reports. You will work with a positive, solution focussed approach and be comfortable articulating financial processes to staff.

Magic Me has been using Xero accounting software since April 2017 and we are constantly looking at how we can improve our systems and use Xero to its full potential. You will be an expert at using Xero and be comfortable identifying and implementing new systems and supporting staff to use them.

At any time Magic Me has up to six projects running consecutively each with its own funding streams. Each year we run approx. 12 projects with restricted funds, each requiring careful separation and reporting. Our income typically comes from a combination of grants from local authorities, trusts and foundations, individual donations and earned income, with some funders covering multiple projects. We are looking for an accountant who can effectively manage the complexities of this funding structure in an efficient and streamlined way.

The General Manager is responsible for day to day book keeping, monthly bank reconciliations and running payroll. The Management Accountant will liaise with the General Manager. You will be responsible for:

- Preparing quarterly management accounts for board meetings, including projections, cashflow, integration of timesheets and journals.



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- Liaising with Magic Me's auditor to ensure the smooth running of the annual audit including fund documentation and adjustments.
- Checking figures from internal book keeping prior to the preparation of management accounts
- Supporting the creation of the annual budget and adding it to Xero
- From time to time attending Finance and Risk Committee meetings or liaising with the Treasurer and Finance and Risk Committee.
- Providing training on Xero for Magic Me Staff as required
- Updating, developing and implementing new financial systems

PRACTICAL INFORMATION

Contract: You will be employed as an independent consultant on an ongoing basis. The scope of the role and fee will be reviewed annually.

Location: You will work from your own base with occasional meetings at the Magic Me Office, 18 Victoria Park Square, Bethnal Green, London, E2 9PF.

Fees: Please submit a proposal of anticipated costs to cover the work outlined above and a rate for ad-hoc support.

Hours: We will discuss with you the hours required for this post. We anticipate more hours during the set up phase and annual audit with a more regular time commitment throughout the year. Please let us know what your process would be for agreeing this.

How to apply: Please submit a CV and covering letter outlining your suitability for the post, experience to date and expected fees. Applications should be emailed to recruitment@magicme.co.uk by 5pm on Monday 30th April 2018.

Employment requirement: The post holder must already have the right to work in the UK. By law, we are required to check the eligibility of candidates to work in the UK before offering anyone a job. Proof of eligibility to work in the UK will be required before a post is confirmed.

We welcome and encourage applications from people from all backgrounds. We particularly welcome applications from disabled people and people of colour.