



## UK Management Accountant

Location: London, UK (Hybrid working possible)

Contract: Full time

Reports to: Director of Finance and Resources & Group Management Accountant

Salary: Either £35,700 to £41,475 (depending on experience) if you are fully qualified or £27,300 to £31,500 plus a contribution towards your study package if you are not.

### About SolarAid

SolarAid's mission is to light up every home, school and clinic in Africa by 2030, using safe, clean, solar power. There are 548 million people in sub-Saharan Africa living without electricity. When the sun goes down at night, families are reliant on dangerous and expensive forms of lighting such as candles and kerosene lamps.

SolarAid has played an important role helping to create vibrant and sustainable solar markets across Africa through a trade-not-aid model in rural areas. Through our social enterprise, SunnyMoney, we have distributed over 2 million solar lights, directly impacting over 11 million people across Malawi, Zambia, Kenya, Tanzania, Uganda and Senegal. Families across the continent can now rely on safe, renewable solar lights as the sun sets, but there is still a long way to go to reach everyone who is being left in the dark, and we are stepping up our efforts.

### Equal opportunity

SolarAid is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

### About the role

This is an exciting opportunity to join SolarAid's dynamic and growing team. This is a key role within the organisation, working with Director of Finance and Resources, the Group Management Accountant, and with the Finance Teams in Malawi and Zambia. The role would particularly suit someone who is taking professional accountancy exams either CCAB or AAT.

The successful candidate will be used to working within a busy and fast paced environment and have the ability to work with colleagues of all levels across the business.

**Your values:** You will be expected to uphold the values and ethos of SolarAid in the way we engage with audiences, and inspire support, at all times.

**Role Purpose:** Key accounting support for SolarAid UK. Accounting support for SolarAid Group.

## **Specific tasks**

### **General Financial Management**

- Capture all SolarAid UK and SMG UK income and expenditure on an accruals basis into the financial records.
- Identify and record restricted funding and allocate allowable expenditure against this funding.
- Identify and record gift-aided donations for monthly Gift Aid claims.
- Maintain purchase ledger, logging all purchase invoices to be paid from UK.
- Prepare weekly schedule of payments to be made from the UK for approval by Finance Director and CEO.
- Initiate all payments made from UK bank accounts and obtain secondary authorised signature.
- Maintain petty cash records.
- Raise intercompany invoices recharging expenditure paid from the UK on behalf of the country programmes.
- Record intercompany invoices from countries recharging expenditure made in country on behalf of SolarAid UK and SMG UK. Bullet pointed tasks listed

### **Financial Reporting**

- Report monthly by funding code on cash received into UK bank accounts to Senior Management Team.
- Weekly update of UK Cash Forecast for following twelve months (UK payments only), for incorporation into Group Cashflow by Finance Director.
- Report monthly on SolarAid UK and SMG UK actual income and expenditure vs budgeted income and expenditure (to be incorporated into monthly management accounts).
- Assist Group Accountant with the annual preparation of SolarAid UK statutory accounts, preparation of supporting schedules for Auditors.

### **Budgeting and Forecasting**

- Co-ordinate and monitor the preparation of rolling budgets for SolarAid UK (working with the Group Accountant as necessary) and provide monthly summaries of SolarAid UK's actual income and expenditure vs budget to be incorporated into the monthly management accounts.
- Contribute to the annual budgeting process, identifying core contracted UK costs.
- Prepare a twelve-month rolling UK Payments Forecast based on contracted and anticipated payments.

### **Payroll and Pension Contributions Management**

- Maintain the UK payroll and file monthly RTI reports to HMRC.
- Calculate and submit monthly employee and employer pension contributions to pension scheme.

### **Gift Aid Claims**

- Submit monthly Gift Aid claims in a timely manner to maximise cash flow.

### **VAT**

- Work with the Finance Director to prepare SolarAid for becoming VAT registered.

### **Other Duties**

- As arising commensurate with the role.

### **Personal Specification**

#### **Formal Education and Professional Qualifications**

- The successful candidate should be working towards a CCAB or AAT accounting qualification.

#### **Skills and Competencies**

- Attention to details, and ability to meet deadlines
- Good working knowledge of Excel
- Good working knowledge of accounting software
- Ability to reconcile bank accounts, and control accounts
- Ability to work with colleagues at different levels across the organisation in an assertive but supportive way
- Ability to work with the company's external auditors, playing a key role in supporting during the annual audit.

#### **Experience – Essential**

- Experience of working in a finance team, ideally for at least two years

#### **Experience – Desirable**

- Payroll experience
- Knowledge of foreign currency
- VAT knowledge

### **What we offer**

- 27 days' annual leave plus bank holidays
- 7% matching employer pension contribution
- Death in service benefit
- An annual organisational training budget
- Flexible working-hours.

- Remote working within agreed parameters
- A tight knit, friendly and close working team

### Application Details

Applicants are invited to email their CV and a covering letter, which explains how you meet the criteria in this job description and why you are a good fit for SolarAid to:

[recruitment@solar-aid.org](mailto:recruitment@solar-aid.org)

Please entitle your email as follows: **Job role + [Name Surname]**

**Submission deadline: Midnight on 3<sup>rd</sup> September 2023**