

We have an exciting opportunity for an Assistant Management Accountant to join our Central team, based in Plymouth. We are looking for an enthusiastic and motivated individual who is able to provide management accounting support to PDSE budget holders and the PDSE Management Team.

This is a full time position for 37.5 hours per week on a fixed-term contract until August 2022.

Peninsula Dental Social Enterprise (PDSE) are an award-winning Social Enterprise and Community Interest Company. We provide NHS treatment and outreach services to local communities in Devon and Cornwall and we work closely with the University of Plymouth's Peninsula Dental School to support the clinical education of its dental healthcare students.

As a social enterprise, we are a values driven organisation with a focus on patient-centred care and addressing local oral health needs.

This role includes:

- A salary of £32,108 per annum
- Generous holiday entitlement
- Access to an online CPD platform
- Additional CPD at our two company Away Days each year
- Access to the Scottish Widows pension scheme with generous employer contributions
- Access to our Employee Assistance Programme
- Access to our Cycle to Work Scheme
- Opportunities to contribute to company development through our dedicated 'Team Talk' channels

This post is subject to enhanced clearance from the Disclosure and Barring Service.

Please apply via this website or if you would prefer to submit a CV, you can submit this via our [website](#) or you can email us at PDSE-recruitment@plymouth.ac.uk



Role: Assistant Management Accountant

Grade:6

Reports to: Finance and Business Manager

Role Summary:

Working as part of the HQ Team providing management accounting support to PDSE budget holders and Management Team. Preparing financial information advice to enable PDSE to operate effectively. Ensuring that the information provided is accurate, timely and to appropriate accounting standards.

Key Accountabilities:

- To provide financial information and advice to PDSEs budget holders. To meet regularly with these managers to review their spend in line with forecast and to identify any areas of concern
- To support budget holders in managing their budgets through provision of ad hoc reports and advice, discussing complex financial issues with them, suggesting alternative options and negotiating corrective action
- To raise invoice request forms to ensure PDSE recovers all income due to it
- To work with budget holders to set draft forecasts consistent with the annual financial planning and forecast setting process. Responsible for analysing proposed forecasts and recommending alternative solutions where issues arise
- To support with all month end processes including accruals and prepayments
- To undertake variance analysis to support with the Monthly Management Accounts and support with the narrative around these variances
- Liaise with the University of Plymouth Finance Department to assist in the accurate reporting of financial information
- Liaise with the University of Plymouth Finance Department to ensure that PDSE complies with the universities Financial Regulations and procurement policies
- Provide Costings to the PDSE team for variance projects and initiatives
- Assist members of the PDSE team in their understanding of these requirements
- To oversee the administration of the monthly payroll, including advising on expense checking

- To oversee payment of staff expenses in a timely and accurate manner
- Provide general support to the Business Administration team where needed

Measures of Success:

- Successful delivery of key priorities and objectives agreed with manager and as a result of annual appraisal
- Deadlines for key Finance and other statutory or regulatory processes achieved
- Positive customer and stakeholder feedback

Knowledge, Education & Training:

- AAT qualified or studying towards professional qualifications (CIMA/ACCA etc) or equivalent work-based experience
- Knowledge and awareness of accounting policies and procedures
- Excellent numeracy and literacy skills
- Computer literate including competence with Microsoft Office and ability to learn specific business systems

Experience:

- Experience of using a finance computer system, Unit4 Agresso preferable, or Sage, Quickbooks, Xero
- Experience of providing costing information to support the writing of business cases
- Experience of monthly accrual and prepayments, and analysis variances in forecasts and budgets
- Working in a finance environment
- Working independently in a team environment
- Working in a professional service environment
- Using office IT systems

Skills:

- Excellent interpersonal, communication and presentation skills both verbal and written
- Customer service
- Attention to detail and accuracy
- Understanding of how internal processes can impact on organisational performance
- Proficient in use of Microsoft Excel for data analysis

Behaviours:

- Demonstrates Self-Leadership
- Develops self and others to deliver

- Leads and operates effectively in times of change and ambiguity
- Builds and secures value from relationships
- Drives innovation and action
- Creates and contributes to a shared vision
- Demonstrates sound business judgement

Other:

This job description provides a general reflection of the key accountabilities associated with the post, it is expected that the role holder will undertake any other reasonable activities to assist in efficient service delivery.

This job description is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and his/her manager.

Normal working hours are 0845 to 1700 Monday to Friday, however on occasions to meet business need you will be required to work revised hours, typically between 0800 and 1800.

The Working Time Regulations apply to all employees of Peninsula Dental Social Enterprise (CIC) In particular Peninsula Dental Social Enterprise (CIC) will not permit staff in all employments to work in excess of 48 hours in any one week except where there are exceptional service needs where an absolute limit of averaging over a reference period of 17 weeks would apply.

Additional information for post

This post may involve travel to all of the DEFs, and to other sites to attend meetings as required. The ability to travel independently around the Peninsula is preferable.

Risk Management:

In Accordance with the Risk Management Strategy, employees will participate, whenever required, with the risk management process. They will support line managers by attending mandatory and statutory training, completing incident/accident forms for every adverse event or near miss that occurs, report all defects and complaints, and communicate any dangerous situation to individuals potentially at risk.

Health and Safety at Work:

You must co-operate with those in authority and others in meeting the statutory requirements, following policies and procedures and abiding by the employers & national regulations.

You are reminded that in accordance with the Health and Safety at Work Act 1974 you have a duty to take reasonable care to avoid injury to yourself and to others affected by your work activities.

You will be notified where your post carries a requirement for immunisation.

Safeguarding Children and vulnerable adults:

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults and are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Familiarisation with and adherence to national and local Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

Sustainability and climate change:

All staff are expected to take responsibility for the reduction of carbon emissions within their area of the organisation. In particular this may relate to reducing energy consumption, making low carbon travel choices, consideration of goods and services being purchased, and waste reduction.

GENERAL POLICIES APPLICABLE TO ALL POST HOLDERS

Confidentiality

Any matters of a confidential nature, including in particular information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms, must not in any circumstances be divulged or made available to any unauthorised person(s). This includes any information covered by the Data Protection Act. A breach of confidentiality will result in disciplinary action in accordance with the Disciplinary Procedure and Rules.

Acceptance of gifts or hospitality

The conduct of the Peninsula Dental Social Enterprise (CIC) staff must be scrupulously impartial and honest. The Bribery Act 2010 prohibits staff from soliciting or receiving any gift of any kind from contractors or their agents, or from any organisation, firms or individual with whom they are in contact by reason of their official duties. Staff are expected to refer to the acceptance of gifts / standards of business conduct policies regarding gift registers.

Personal property

Peninsula Dental Social Enterprise (CIC) does not accept responsibility for articles of personal property lost or damaged from any cause, and you are advised to obtain personal insurance cover against all risks.

Staff required to use a personal motor vehicle in undertaking duties are responsible for ensuring the adequate maintenance and insurance cover appropriate to business use is maintained.

Removal of Peninsula Dental Social Enterprise (CIC) property by staff for their own use

No material or goods which are the property of Peninsula Dental Social Enterprise (CIC) may be removed from its premises without the explicit permission of your manager.

Smoking, Alcohol and Health

Peninsula Dental Social Enterprise (CIC) seeks to be an exemplar employer in promoting progressive policies and a healthy working environment.

Peninsula Dental Social Enterprise (CIC) has adopted the following **No Smoking** and **Alcohol** policies for all staff:

Staff of Peninsula Dental Social Enterprise (CIC) are not permitted:

To smoke (including e-cigarettes) or consume alcohol while on duty

To consume alcohol within the 6 hours immediately prior to starting duty, or to still be under the influence of alcohol whilst on duty

To smoke or consume alcohol in any Peninsula Dental Social Enterprise (CIC) premises, including grounds.

The no smoking policy has been extended to include the use of E-Cigarettes.