



ramblers
at the heart of walking

Management Accountant



INFORMATION FOR APPLICANTS FOR THE POST OF MANAGEMENT ACCOUNTANT

Thank you for your interest in our Management Accountant role. This pack tells you more about the Ramblers, how we work, and details of the role and the people you'll be working with. It also gives information on how to apply.

The Ramblers helps everyone, everywhere, enjoy walking and protects the places we all love to walk. We are the only charity dedicated to looking after paths and green spaces, leading walks, opening up new places to explore and encouraging everyone to get outside and discover how walking boosts your health and your happiness.

Since 1935, the Ramblers have played a crucial role in:

- establishing National Parks
- establishing the first National Trail, the Pennine Way
- protecting paths and placing them on definitive maps in England and Wales
- getting access to the countryside, including the Land Reform (Scotland) Act 2003, securing ancient freedoms and the Countryside and Rights of Way Act (2000) which opened up a million hectares of countryside in England and Wales
- helping people to go walking on friendly, group walks and with our quality library of self-guided routes.

We are as relevant today as ever before. Our programmes and activities are many and varied. We provide:

- A member app which enables members to access us wherever they are
- Self-guided routes for informal walking, including free, short routes for those new to walking
- Led group walks, including free health walks for those who need a helping hand to get started
- Outings, trips away and social events for our members
- Information and education to the public on places to walk, safety and equipment
- Advocacy and campaigning for a country designed for walking
- Monitoring and inspection of the path network and rights of access
- Maintenance and upgrading of path network

Volunteers are at the heart of everything we do. Other than small staff teams in London, Edinburgh and Cardiff, all our work is carried out by volunteers. Some 20,000 work 365 days a year, rain or shine, to deliver our mission.

Our vision and strategic framework

Our vision is a country where everyone enjoys the outdoors on foot and benefits from the experience. We are focusing on three ambitions to help us make our vision a reality:

A country designed for walking

We want everything to be in place in England, Scotland and Wales so we can all enjoy the outdoors on foot and benefit from the experience. This includes great places to walk; a true right to roam and path networks that connect people with communities, history, and nature; we want to ensure the right support from government, society, public and private organisations to help us achieve this. A walking country will enable and motivate more people to walk, as a means of transport, for their health and wellbeing, to help the environment or for the sheer joy of it!

Helping everyone find their feet

Walking can take you anywhere. We want to provide the support and resources everyone needs, regardless of their age, background, fitness or mobility, to enjoy and benefit from walking outdoors. We want to help construct the national and local policies and programmes that give individuals and communities the opportunity to go out and walk, and we want to educate them about how walking can improve their health and wellbeing.

Connecting people through the Ramblers

We want to improve the health and wellbeing of the public by providing our own communities of walkers with the best possible Ramblers experience. This includes leading high quality walks, facilitating outings and holidays that help people enjoy the best walking has to offer; producing expert resources so people can safely explore the outdoors themselves and connect with nature; and providing tailored support to individuals to help them progress from the sofa to the summits or the city street to the mountain peak.

We will do all this by leading from the front. We will stand together with the outdoors community, inspire a new generation of walkers and continue to work in partnership to achieve our three ambitions.

Our governance

At the heart of everything we do are our members who support our values and deliver the vast majority of our work by volunteering their time and energy. At our annual gathering, called the General Council, these volunteers elect a Board of Trustees who strategically run the charity on their behalf. Formally we are the Ramblers Association, but we operate as the Ramblers.

Whichever nation they call home, every member who joins us is part of Ramblers Great Britain. Ramblers Scotland and Ramblers Cymru operate independently but within the Ramblers GB family. Areas in Scotland and Wales elect a national council similar to the General Council. These councils elect an executive committee who set the strategic direction and policy for our work in Scotland and Wales. Our GB strategic framework and business plan are supported by equivalent documents for Ramblers Cymru and Ramblers Scotland.

Trustees delegate responsibility for the day to day management of the charity to our Chief Executive and her team.

The team

The Ramblers GB friendly staff team comprises six directorates:

- chief executive's office – provides overall leadership to the organisation and makes sure our charity is governed effectively;
- advocacy and engagement – lobbies and advocates on behalf of walkers, campaigns to bring about change for walkers and maintains our public profile;
- operations and volunteering – helps get more people walking more often through member and non-member products and services including group walks, self-guided routes and path maintenance activities; ensures a consistent approach to the management and support of volunteers across the charity;
- membership and fundraising – works to understand the needs of our members and supporters and to recruit, retain and motivate our members so that we benefit from their loyalty, support and involvement with the charity. Also leads fundraising activities to enable the charity to remain free to deliver its charitable aims;
- data digital and technology – drives change through designing, developing & deploying data & digital capabilities for staff & volunteers and also managing our ICT provision;
- services – provides underpinning infrastructure to support the delivery of our mission, through finance, human resources, facilities and data protection.

There are also teams in Ramblers Cymru and Ramblers Scotland, reporting via their directors, to the chief executive.

As a small organisation with big ambitions, all our work is delivered in a genuinely cross-team, collaborative way. Whichever directorate you join, you will have the opportunity to contribute to delivering all aspects of our mission.

Whichever team they're in, and wherever based, our staff all have a few things in common – a passion for walking and the outdoors, a love for our volunteers, and a commitment and resilience to make ambitious plans happen in a challenging environment.

Candidate Application Information

Send us your CV and a covering letter along with the Equal Opportunities Monitoring form by 5 January 2020

Shortlisting – 6 January 2020

Interviews – 9 January 2020

This can be e-mailed to recruitment@ramblers.org.uk

Any applications arriving after this deadline will not be considered for shortlisting unless there are exceptional reasons.

Candidates with disabilities and special needs

Please tell us if there are any reasonable adjustments we can make to assist you in your application.

If you have a disability, which you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format.

Guidance for CV and cover letter submission

Please send an up to date relevant CV including contact details of two referees. Note: - we will only take up references after we make a conditional job offer. Please also complete our Equal Opportunities Monitoring form by downloading from the jobs section of our web page <http://www.ramblers.org.uk/jobs.aspx>

It is our intention to appoint the best candidate for every vacancy in accordance with our Equal Opportunities Policy. To do this fairly, within the overall recruitment process at stages throughout the process we will need all candidates to provide relevant information about themselves. This information should be based on the criteria listed in the enclosed person specification and which are regarded as essential to the job.

Providing a covering letter is the most important part of your application. It should be used to tell us how you think you meet the selection criteria listed on the knowledge, skills and expertise section of the job description. Draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job.

Ensure your covering letter is no more than 1 page long (1 side of A4)

We regret that we are unable to acknowledge receipt of applications, but please telephone the HR Department on 020 3961 3300 if you want to check yours has been received. If you do not hear from us within four weeks of the closing date, please assume that you have not been shortlisted.

Conditions of Employment

PAY

The commencing salary of this role is between £41,000 to £46,000 pa depending on experience

Cost of living increases are normally applied, subject to approval, in October each year to staff who have completed their probationary period. Salaries are paid on the 28th of each month via bank credit transfer.

We do not pay a separate allowance to homeworkers.

WORKING HOURS

The working week is currently 35 hours a week Monday to Friday. The Ramblers office is open between 8 and 6 – your actual start time will be discussed with your line manager but all staff are expected to be in the office between 10 am and 4 pm. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded for example some weekend working or a requirement to attend evening meetings or weekend events. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

TRAVEL

For some roles, there is a requirement to travel across the nations and to regional offices (Cardiff and Edinburgh). There may also be, on occasion, the need for overnight stays.

Reasonable travel and hotel expenses may be reclaimed using the Ramblers expenses procedures

LEAVE

Annual leave is 25 days per year plus paid holiday on statutory and other public holidays, this is pro rated for part time staff and staff on fixed term contracts. The Ramblers' office is closed on statutory holidays and from 24 December to 01 January inclusive. The office is also closed on 23 December when that day falls on a Monday; and on 02 January when that day falls on a Friday. You do not need to take annual leave during the Christmas closure.

PENSION SCHEME

All staff will automatically be enrolled into a Group Personal Pension Scheme as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements from April 2019, employees will see 5% of their earnings going to their workplace pension. In turn the Ramblers will be obliged to add a contribution that is the equivalent of 3% of your earnings.

In addition, the Ramblers currently offer a higher level of contributions at 6% of your basic salary provided employees contribute at least 5%.

PROBATIONARY PERIOD

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post. At the end of this period and subject to a satisfactory performance you will be transferred to the established staff.

THE RAMBLERS MEMBERSHIP

All staff on joining get free Membership of the Ramblers. This gives you access to hundreds of group led walks every week, Ramblers Routes online library as well as four issues of Walk magazine a year. In addition you will be entitled to a host of membership discounts and offers.

TRADE UNION MEMBERSHIP

The Ramblers recognise the Union Unite. The Union has sole consultation rights within the Ramblers for terms and conditions of employment and other matters concerning staff. The Ramblers encourages all employees to join the union.

FLEXIBLE WORKING

After 26 weeks' continuous service, the Ramblers will consider applications for flexible working arrangements.

The Ramblers will enable as many jobs to be open to job sharing as is operationally practicable.

SEASON TICKET LOANS AND CYCLE TO WORK

The Ramblers operate a season ticket loan and cycle to work scheme (available after 3 months service).

Role Profile

Job Title: Management Accountant	Responsible to: Financial Controller
Department/Division: Finance Team/Services Division	Responsible for: Finance Officer & Finance & Payroll Officer
Contract: Permanent	Full Time 35 hours a week
Band: 5	Location: Vauxhall, London

Purpose of Role:

- Coordinate the annual budgetary process, longer term budgeting and regular reforecast in conjunction with the Financial Controller, Support budget holders in better understanding their financial information
- Produce management accounts to internal deadlines.
- Assist with the year-end audit process, including area and group issues.
- Work alongside the Financial Controller to support project accounting.
- Manage and develop the finance team responsible for day-to-day accounting processes.

Key Responsibilities:

Management accounting

- To prepare the management accounts and related management information with appropriate commentaries on a monthly basis, and on other frequencies as required by the organisations management reporting deadlines. Reports will be supplied to the senior management team, Finance and other committees including Wales and Scotland (as part of the devolution agreement)
- Assist in the year-end process including preparing lead and backing schedules and consolidation of regional elements for audit.
- Produce monthly departmental reports, carry out variance analysis and investigate budget variance by liaising with budget holders on a regular basis.
- To oversee the administration of legacy income, ensuring that all notifications and subsequent communications are appropriately recorded and accounted for on a regular basis.
- To develop and instigate new processes and procedures as appropriate for our management reporting and planning in conjunction with SMT and the Finance team.
- To work with the Finance team to provide training to all staff and volunteer treasurers on finance policies and procedures as appropriate.
- To work with the Financial Controller to update the financial policies, procedures and controls.
- To oversee the accounting records of the Ramblers and its trading subsidiary; Ramblers Enterprises Limited. Provide support/cover as and when required.

- Produce periodic project accounts in line with funders' expectations and requirements.
- Maintain the Fixed Asset register and the chart of accounts.
- To prepare the group VAT return.

Budgets

- To coordinate and consolidate the annual budget prior to the start of the financial year by liaising with departmental managers, and the wider organisation. To perform re-forecasts during the year.
- To support budget holders in better understanding their financial management information and in preparing financial forecasts and business cases. To include regular meetings with managers to discuss and support their needs.
- To assist in the long-term financial planning of the organisation

Business Planning

- In conjunction with the Financial Controller and the Director of Services, to coordinate periodic business planning processes across the organisation.
- To produce all organisational business planning reporting including dashboards, balance scorecards and other KPI monitoring tools as determined by organisational needs

Decision-making

Working within the Ramblers guidelines for budget management, the jobholder is responsible for the detailed production of national management accountants and budgets, coordinating their own work and steering that of budget holders.

Guidance sought from Financial Controller relating to complex accounting and taxation issues, and impact of wider policy on financial control.

Analysis and initiative

Supporting the Financial Controller in developing policies and procedures in connection with financial management.

Communicating

Providing support and advice to national budget holders on all details of budgets and management accounts; presenting clear financial information in writing and by presentation.

People

Finance specialist providing cross team financial guidance. Managing Finance Officer & Finance & Payroll Officer

Resources

As part of accountabilities for budget and management accounts production (detailed above) the role provides guidance and advice to others on budgetary or income generation issues and has formal input into the allocation of divisional resources, or budgetary processes.

Knowledge, skills and expertise (person spec)

Essentials:

Knowledge

- Strong oral communication and presentation skills
- Proficient in Microsoft products and databases, particularly Excel
- High standard and accuracy of written work.
- Ability to prioritise, manage own work load and meet tight deadlines
- Familiarity with SUN and Q&A financial software
- Experience of Staff Management
- Excellent analytical skills.

Experience

- Experience of finance within a charity.
- Experience in producing budgets, forecasts, long term planning, in environments with multiple budget holders.
- Experience of VAT in charities.
- Experience in project accounting.
- Experience of dealing with senior managers.
- Experience in delivering training to non-finance individuals

Qualifications

- Qualified (CCAB) with an understanding of charity accounting.

Desirables:

- Commitment to working within the charitable sector
- Affinity with the work of the Ramblers

Key Contacts

Internal:

All budget holders, /Project managers, CEO, SMT, Volunteers and members, Ramblers Cymru and Scotland.

External:

External auditors, bankers, suppliers, Charity Commission, HMRC, OSCR, key members, donors, volunteers, sector user groups.

Other essential requirements for the role-holder

Every member of staff is expected to show respect to their colleagues and to understand and adhere to the Ramblers dignity at work policy; they are also expected to work collaboratively and to support all the divisions with which they have contact in achieving the Ramblers' objectives.

Every member of staff is expected to follow the Ramblers Code of Conduct which applies to all members, volunteers, trustees and staff. The code sets out the basic principles of how everyone involved in the Ramblers should work together in a spirit of mutual respect and understanding.

All duties and responsibilities must be carried out with due regard to the Ramblers Health and Safety, Equalities & Diversity, ICT Acceptable Usage and Data Protection policies.

The details contained in the Job Description particularly the key responsibilities, reflect the content of the job at the date the job description was prepared. It is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, Ramblers will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.