

Brain Tumour Research - Job Description

Assistant Management Accountant

Job Purpose:

This is a fantastic opportunity for an individual who wants to make a difference in one of the most innovative and exciting medical research fundraising charities in the UK.

The Assistant Accountant is a key member of the Finance team and supports the delivery of Management Accounts and business analysis to the organisation.

This role would suit a part qualified Accountant who wants to develop skills within an experienced, supportive and fast growing environment.

Brain Tumour Research is an exciting, innovative and ambitious charity. We are passionate about finding a cure for brain tumours through the establishment of dedicated Brain Tumour Research Centres of Excellence around the UK.

Reports to: Management Accountant

Direct Reports: None

Location: Milton Keynes, Head Office. We offer hybrid working (minimum of 3 days per week in the office)

Contract: Fixed Term Contract (Maternity Cover)

Hours: Full Time, 35 hours per week

Requisite Skills and Experience:

- AAT qualified (level 2 minimum) or qualified by experience
- Strong Excel skills
- Excellent attention to detail
- Excellent time management skills
- Ability to communicate with all areas of the charity
- Ability to work proactively and independently

Main duties:

- Code JustGiving pages to ensure income is accurately recorded on the database
- Prepare and submit Gift Aid claims
- Record and process depreciation of fixed assets

- Assist with preparation of Management Accounts including monthly journals
- Resolve supporter and fundraiser donation queries
- Assist with reporting and analysis requests
- Ad hoc duties as requested including holiday cover for other team members
- Ensure that relevant charity and other legislation is complied with
- Comply with Brain Tumour Research's internal policies and procedures