

Systems Accountant

Salary: £34,000 - £40,000 per annum (pro rata) depending on experience

Permanent, Part-time - 21 hours per week

Location – Princes Risborough, Buckinghamshire, HP279LE

We're Association for Project Management (APM). We're a professional membership organisation that sets the standards for the project profession. As a registered charity, we reinvest our surplus for the benefit of our members and the profession. We deliver education and develop qualifications. We conduct research and provide knowledge and resources. We run events and share best practice. We give people the opportunity to connect and provide community for our individual members and corporate partners, wherever they are. Above all, when doing so makes a difference, we challenge the status quo

An exciting opportunity has arisen in the Finance Department for a Systems Accountant. The role holder will be responsible to develop and manage systems and the processes to ensure the effective and efficient processing of financial and non-financial data, and to further extend the range of management tools and reports used to inform the organisation. They will collaborate with technology and finance staff to meet business requirements.

They will work closely with members of the finance team to ensure the effective delivery of its overall aims and its programme of work and responsibilities.

The role holder is responsible for ensuring that all Finance related systems and interfaces operate reliably and effectively, and that controls are proven to be effective.

Qualifications

- Recognised CCAB/CIMA accounting qualification (Desirable)
- Degree in commerce/business/accounting/IT (Desirable)

Experience

- Broad experience and knowledge of accounting systems
- Extensive experience of managing, operating and improving financial accounting systems and working with third party providers to ensure systems work to its optimum capacity
- Implementing new finance systems and procedures
- Effective presentation of financial information to finance and non-finance staff.
- Experience of working in a project environment

Skills

- Advanced software skills
- Excellent written and verbal communication including the ability to present and explain information clearly to non-finance and senior staff
- Able to train finance and relevant non-finance staff
- Strong analytical, numeric and critical reasoning skills capable of delivering innovative and practical solutions to complex problems.
- A strong networker and collaborator with a high level of interpersonal skills, the ability to deal with people at all levels, and to gain the confidence and trust of a wide range of stakeholders.
- Able to articulate the value that a finance function brings and the guidance it offers in supporting business decisions

Why APM?

APM is chartered. We're the only chartered organisation representing the project profession, anywhere in the world. We know that better project delivery is about achieving your desired outcome. We believe that doing so is about so much more than process alone. We're champions of the new. There has never been a more important time for debate, so naturally we're at the heart and helm of that too. In a complex and shifting world, we're helping the project profession deliver better.

If you are interested in this opportunity and feel you have the necessary attributes, skills, and expertise for the role, please send your CV and covering letter to e-mail: recruitment@apm.org.uk

We reserve the right to close the vacancy once we have received sufficient applications, so please be advised to submit your application as early as possible

Main benefits at APM:

- 25 days holiday (excluding all public holidays). This increases with length of service – by one day after four years' service, then another day every other year, to a max of 30 days per year).
- Private healthcare and dental cover is available after completion of six-month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind'.
- Pension scheme offered in line with auto enrolment. APM can contribute up to 7% of your salary depending on your own contribution. APM will contribute a minimum 4% of your salary. The pension scheme is available as a salary sacrifice.
- There is a sick pay scheme which pays up to 30 days (pro-rated for part time employees) full pay for sickness absence in a rolling 12-month period, payable after probationary period.
- Life assurance at four times the salary.
- Salary sacrifice schemes – cycle to work scheme, additional annual leave (up to 10 days), and pension scheme.
- Free parking – this is not guaranteed.
- Employee Assistance Programme
- Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM's overall financial performance.
- One volunteering day per year.
- Hybrid/flexible working options are available dependent on job role.