**Job Title:** Project Manager **Reports to:** Director of Finance (with some day to day direction from the Financial Controller)

**Location**: Warrington

**Remuneration:** Up to £50,000 per annum & pension. 30 month contract (approximately).

**SUMMARY**

**The primarily responsibilities of this role are to:**

* Deliver or assist with the delivery of the following specific projects:
1. Charging of VAT on all Service Charges (both Internally and Externally owned);
2. Identify, recommend and implement a new Accounting Software for the Trust’s activities;
3. Review of Restricted Funds to identify surplus monies;
4. Implement the Trusts approach to the Construction Industry Scheme (CIS);
5. Review of the South Yorkshire Portfolio Funds.
* Any other project work as directed by the Financial Controller.
* Business Partnering the Trust’s Contract Management Agreements

The role requires liaison with senior members of the Finance team and the wider Land Trust staff, as appropriate.

This job description is not intended to be exhaustive but simply to highlight the key responsibilities of the role. The role holder is expected to perform tasks assigned to them that someone of their qualification and experience might reasonably be expected to perform.

**Roles & Responsibilities**

**Service Charge & VAT Project**

To lead on the implementation of the charging of VAT onto Service Charges, including:

* Calculation and liaison with HMRC and 3rd Parties of the historic VAT liabilities;
* Set up the Qube accounting system to allow for the charging and recovery of VAT;
* Review of Service Charge accounts to calculate the effect of the charging of VAT on the balance sheet;
* Working with the Subsidiary and Service Charge Accountants, ensure that the transition period of charging VAT is managed efficiently;
* Calculate the effect of charging VAT on all Sinking Funds;
* Communication with 3rd Party owners of Service Charge sites to ensure them to implement the VAT changes;
* Communication with Residents on VAT issues.

**Accounting Software Project**

* Working with other members of the Finance team, as well as cross functionally and under the guidance of the FC, lead the Accounting System replacement project.
* Work with the FC, IT Manager and FD to identify a suitable system (through research and visiting other charities).
* Draft and have approved a systems implementation timetable.
* Manage the plan to the successful implementation of the Accounting System
* Lead on the training and use of the new system.

**Review of Restricted Funds**

* Under the direction of the Financial Controller, identify and recommend a method of calculating the surplus monies in relation to the Trust’s Restricted Funds;
* Calculate on a Fund by Fund, Site by Site basis the amount of surplus monies and reasons for these surpluses;
* Assist with the liaison with Homes England to agree these surpluses.

**Construction Industry System (CIS)**

* Working with the Finance Team identify the effects of CIS and Domestic Reverse Charges on the Trusts Activities (Service Charges, Contract Management, etc);
* Implement any amendments that are required for the Trust to comply with the CIS.

**South Yorkshire Portfolio**

* Working with the Estates Team, calculate Endowment Models for each Site within the Portfolio.
* Review agreements in place and identify to correct fund accounting process.
* Reconcile the position for each fund, so that it can be accounted for separately, going forward.
* Make the necessary journal entries to enable each site’s funds to be correct within the accounting system.

**Contract Management**

* To be the finance lead on the Contract Management income stream of the Trust, working with Estate Managers to produce and monitor budgets, report to clients and to help negotiate new Contract Management Agreements.

This job description is not intended to be exhaustive but simply to highlight the key responsibilities of the role. The role holder is expected to perform tasks assigned to them that someone of their experience might reasonably be expected to perform.

**Person Specification**

**Experience and knowledge - Essential**

* A recognised senior accountancy qualification- ACA, ACCA,CIMA or other equivalent
* Project Management Experience
* Experience of VAT accounting
* Accounts Systems implementation experience
* Experience in a Business Partnering Role
* Excellent and up to date knowledge of Accounting Standards, preparing consolidated accounts and trading subsidiaries
* Reconciliations and investigation experience

**Experience and knowledge - Desirable**

* Experience of Charity accounting
* Experience of Service charge Accounting
* Excellent and up to date knowledge of the Charity SORP
* Knowledge of the Construction Industry Scheme

**Skills and attributes**

* High level of motivation, personal organisation & professionalism
* Comfortable with a deadline driven environment
* A self-starter who is pro-active and can work on initiative and can set and achieve goals
* Excellent spoken and written communication skills.
* High level of accuracy and good attention to detail
* Ability to critically appraise work performed, in the context of expected outcomes
* Able to establish strong credibility, trust and inspire confidence
* Advanced IT and Excel skills

**Salary & Benefits**

* Up to £50k per annum
* 25 days holiday per year, plus bank holidays.
* Defined contributions pension plan, with Land Trust matching employee contributions up to 6%

• Benefits including: Flexi time, Employee Assistance Programme, Healthcare cash plan and biennial health assessments

* Learning and development tailored to your role
* A culture encouraging inclusion and diversity

**APPLICATIONS**

For full information including a full Job Description please visit: [www.thelandtrust.org.uk](http://www.thelandtrust.org.uk)

Applicants should send a CV and covering letter to: recruitment@thelandtrust.org.uk

Closing date for applications: Monday 19th April 2021 (suitable candidates may be invited for interviews before this date)

Interviews will take place via MS Teams