



Management Accountant

Information & Job Description

About Energy4All and Energy4All Co-operatives

Energy4All ('E4A') is the UK's leading social enterprise in the delivery of community-owned renewable energy projects. Its mission is to deliver more community-owned renewable energy and carbon-reducing businesses. It is a non-profit-distributing social enterprise, applying its surplus to its mission. The co-operatives it creates are its shareholders, in order to ensure its social enterprise ethos - a "co-operative of co-operatives". E4A combines robust business principles with the ethics of a democratically run co-operative business.

Founded in 2002, E4A has successfully delivered 35 operating community energy co-operatives, with more under development. E4A also manages each of these co-operatives. We continue to actively increase the number of co-ops we support by developing new projects and raising further funding to deliver these. E4A is funded by the management fees paid by these co-operatives and by fees charged on the successful development of new projects.

E4A's administration and finance office is based in Barrow-in-Furness, Cumbria, where 16 of its 29 staff are located. The remaining staff focus on development work, management of the generating sites, and engagement with the co-operatives, and are regionally based.

E4A has pioneered a series of co-operative business models to facilitate community ownership across a range of technologies: wind, solar, hydro, local biomass-fuelled district heating, battery storage, and LED lighting. Ownership of these schemes includes 100% community ownership, where the development, financing, and operation of the project is undertaken by a co-operative or community benefit society, and shared-ownership arrangements where the community works in partnership with a commercial developer.

E4A believes that community ownership requires the participation of the local community to help deliver projects and distribute community benefits, with financing also coming from non-local members who support the objectives of the community and wish to help deliver a democratically owned, cleaner, more sustainable energy system. E4A also believes that community energy co-ops are uniquely positioned to provide opportunities for responding to the "climate emergency".

One of our co-operatives that we look after was recently aired on the BBC morning live programme. You can find the link below to watch.

<https://www.bbc.co.uk/iplayer/episode/m0018bh0/morning-live-series-4-16062022#t9m25s>

What we are looking for?

We are looking to recruit a management accountant on a full-time basis to join our existing finance team of 11. This is a unique, varied and exciting role.

Job description – Management Accountant

The role as management accountant will require that you are responsible for looking after the management accounts for a percentage of the E4A co-operatives and community benefit societies, existing or being newly developed and support to the new projects financial modelling.

Activities include

- Involvement with the Project Development team and Finance Director/CEO/Chair in new projects financial forecasting/modelling
- Knowledge of corporation tax
- Assisting or taking lead of onboarding co-ops moving over to E4A
- Working alongside the account's assistant who handles the day-to-day transactional side for the society. *Day-to-day transactional includes, processing sales invoices, supplier invoices, bank reconciliations, submission of VAT returns, submitting meter reads, performance report creation and other additional tasks required for that society.*
- Preparation of annual financial budgets
- Cashflow forecasting and management of bank accounts
- Preparation of quarterly/monthly management accounts reports, to be submitted to the boards ahead of their scheduled board meetings
- Attending board calls, where required, to discuss and run through the financials. Please note this may include some evenings and weekends, if required
- Calculation and posting of accrued income, accruals, prepayments, members share interest, equity redemptions and depreciation
- Preparation of the year end accounts and information to be sent to the auditors
- Checking and sending final financial statements out to collect electronic signatures and other relevant documents ahead of time ready for the societies AGM preparations.
- Year ending Sage
- Assisting with members AGM pack preparation
- Ability to create in house financial statements
- Improving internal systems whenever possible
- Assisting in the creation of new co-operative and community benefit societies, e.g., which will include but is not limited to the creation of the society with the Financial Conduct Authority, opening a bank account, registering the society for VAT, corporation tax, etc
- Liaise with insurance broker on renewals and/or claims
- Submissions of statutory information to the FCA, HMRC Companies House, office for national statistics and VOA.
- Attending the weekly accounts call and monthly whole company call via Teams
- Attendance at the societies AGM either by Zoom or in person
- Attendance at the E4A conference, a once-a-year event, dates and venue location are to be mutually agreed between the various E4A staff
- Ad-hoc additional tasks as required by the society

Person Specification

The role calls for a broad range of skills and a degree of flexibility. The successful candidate will have a good number of the following skills and attributes:

Essential

- Qualified or part qualified, CIMA/ACCA/ACA
- Financial modelling/forecasting experience
- Advanced Excel skills
- Ability to produce and understand management accounts
- Excellent communication skills and an ability to communicate in a range of situations – one-on-one, with a Board of Co-op Directors and at Member meetings (AGM's), if required.
- Ability to work independently but also as part of a team
- Highly organised
- Ability to prioritise
- Willingness and ability to learn, not all co-operatives are the same in the E4A family
- Willingness to travel in the UK, if required to attend work events
- Positive attitude

Desirable

- Experience in Sage 50, Xero and QuickBooks accounting software
- Understanding of climate change and appropriate actions to tackle climate change and mitigate its effects.
- Knowledge of co-operatives and understanding of the Co-operatives Values and Principles
- Company secretarial experience
- Corporation tax computations

If you feel you have a good number of the above skills, then please make contact.

Reporting Structure

The role will report principally to Annette Heslop, Finance Director. E4A has a dedicated fast paced team, so it is essential that every member of the team can pull their weight effectively and is well-organised and self-motivated.

Location

It is intended the person will work from home and in the Barrow-in-Furness office. There will be support available to set this up.

Commitment

E4A is a growing team who believe in what they are trying to deliver. The new recruit should be happy to fit into this ethos. E4A is looking to continue in its pioneering role in the community energy sector and needs a committed person who wants to take up a unique opportunity to make their mark quickly in a dynamic area.

Terms and Conditions

Salary: As a business driven by a co-operative ethos, we operate an unusually flat salary structure. The role in question is likely to command an annual salary of around £40,000-45,000, depending on experience and qualifications.

Hours: 35 hours per week. Core hours are from 9am to 5pm but the role may require occasional evening and weekend meetings. We appreciate hybrid working can allow a change from the standard core hours and hours can be worked either side of these times, as long as the work is done and it doesn't hinder being contactable in the core hour times unless agreed in advance. The candidate needs to be flexible and willing to work around the needs of the societies it serves.

Holidays: 25 days plus statutory holidays and every third year worked an additional day is given up to maximum of 30 days.

Contract: Permanent.

Notice Period: There is usually a 6-month probationary period during which notice period is 1 month on either side. After that a notice period of 3 months usually applies.

Pension: E4A supports a stakeholder pension scheme and will pay in up to 8% of salary if the employee contributes at least 4%. Staff are required to join the pension scheme on completion of the probationary period.

Equipment: E4A will supply all necessary equipment.

Parking: Free car parking on site

Closing Date

Closing dates for all applications is Friday 20th September. Please email a CV to cassie@energy4all.co.uk with a covering letter.