

Project Accountant – IT

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Project Accountant – IT Transformation and Change

Position in the organisation

Reports to the Head of Financial Planning and Partnering

This role may involve line management responsibilities for an individual or a small team.

Member of our Financial Planning and Partnering team.

Part of our Finance and Assurance directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives. We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

Project Accountant – IT Transformation and Change

We are looking for a detail-oriented and proactive Project Accountant to join our dynamic team. This role is essential in maintaining the financial integrity and success of our key projects relating to strategic investments in modernisation and technology projects. The Project Accountant will collaborate closely with Directors and project sponsors, project managers, finance teams, and other stakeholders to deliver accurate financial reporting, budgeting, and analysis.

Reporting to the Head of Financial Planning and Partnering, you will work across multiple teams and engage with various stakeholders to provide oversight and support on key business projects. Your efforts will result in providing insightful and actionable information, challenging where necessary to ensure projects are delivered within budget and on time.

You will have clear and effective communication skills being able to engage with senior stakeholders. You will have the right mix of technical knowledge and experience – as well as having strong leadership qualities and management skills. Strong influencing skills are important for this role along with a collaborative working style and approach. This role may involve line management responsibilities for an individual or a small team.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- **Project Performance Analysis:** Continuously update project performance analyses, helping the Project Management community fully understand project financials. Apply consistent

methodologies across all programmes, particularly in relation to contingency, risk, and milestones. Will bring a specific focus on the nature of IT Transformation project investments.

- **Budget Management:** Manage project budgets, ensuring accurate tracking of expenditure and forecasting. Oversee project budgets and forecasts, maintaining project reports.
- **Financial Reporting:** Prepare and present financial reports, budgets, forecasts, business plans, and financial models to project managers and senior leadership. Ensure timely and accurate financial reporting for transactions and projects.
- **Financial Analysis:** Conduct financial analysis to support decision-making and project planning. Undertake cost-benefit analysis, providing critical insights to support strategic decision-making and resource allocation.
- **Line Management:** You may lead and support a small team, manage performance, allocate resources, facilitate communication, provide training, and report on progress to senior management.
- **Compliance and Governance:** Ensure compliance with financial policies, procedures, and regulations. Advocate good accounting principles and ensure robust governance and compliance with project finances.
- **Collaboration:** Collaborate with cross-functional teams to monitor project progress and address financial issues. Support bids by providing financial analysis and contributing financial expertise.
- **Risk Management:** Identify risks and opportunities early, escalating appropriately and agreeing on remedial action plans to ensure financial targets are met.
- **Audit Support:** Assist with both external and internal audits, from project overviews to financial reports and reconciliations.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Professional Qualification: Holds a relevant full membership of ACA, ACCA, CIMA (or equivalent)	A
Financial Expertise: Strong understanding of financial processes, controls, and reporting systems.	A/I
Project Experience: Proven experience in technology investments, transformational change management, or support, preferably in a project accounting role or similar.	A/I
Problem-Solving: Proactive, problem-solving mindset with the ability to identify and implement efficiency improvements.	A/I
Analytical Skills: Able to manipulate and interpret information from various sources to spot patterns and trends in financial data. Generate a range of creative solutions, evaluate them, and choose the most appropriate.	A/I
Relationship Building: Proven ability to connect and develop effective working relationships with internal stakeholders at all levels of the organisation.	A/I
Communication: Confidently communicate information and ideas clearly and articulately, both orally and in writing. Ability to interpret and present financial information in a way that tells a story and anticipates the information needs of others.	A/I
Influence and Negotiation: Challenge, negotiate, and influence others, taking a balanced view of situations and incorporating different perspectives.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: **careers@alzheimers.org.uk**

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave