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**Job Description**

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| **Job title**: | Management Accountant |
| **Department:** | Finance |
| **Purpose of role**: | Responsible for the preparation of monthly management accounts and quarterly VAT returns. Assisting the Head of Finance with annual statutory accounts. Deputising for the Head of Finance as required. |
| **Line manager:** | Head of Finance |
| **Salary and Salary Band:** | £27,000 - £32,000pa (Band 5) |
| **Hours:** | Full time 37.5 per week |

**Main duties and responsibilities:**

* Prepare monthly management accounts and present these to senior management team and budget holders, as directed by the Head of Finance
* Assist the Head of Finance with the preparation of annual statutory accounts and reports for the College and subsidiary companies
* Pro-active and reactive liaison with Heads of Department to ensure that they have the management accounting information they need, are able to interpret financial information provided to them and assist them with preparation of their budgets.
* Preparation of quarterly VAT returns for College and New Conferences Ltd.
* Assist with nominal ledger payments and journals as directed by Head of Finance
* Monthly preparation of invoices and accounts information in relation to the college’s joint venture with the Kaetsu Centre.
* Providing other ad hoc information, reports and returns as required
* Involvement in nominal ledger accounting for payroll and pensions matters, liaising with the senior Payroll and Pensions Administrator and developing accounting processes as payroll and pension legislation and circumstances change.
* Bank reconciliations – all bank accounts
* Invoicing for items not covered by the Student Accountant, and invoices prepared by the Catering and Events Offices.
* Providing support for credit control processes for the College’s commercial activities.
* Reconciliation of donations and gift aid returns
* Deputising for Head of Finance to ensure the smooth running of the Accounts dept in his absence
* Prepayments, Accruals, Balance Sheet Reconciliations, Accounting for Income Recognition/Cash in Transit over period end, EPOS reconciliation
* Delivering systems improvements (to Accounting systems), as a focus for those periods of the month not taken up with preparation of Management Accounts. These will include:
  + Improved configuration of systems to reflect business requirements
  + Development of accounting tools for use by other departments
  + Optimal housekeeping of existing systems
  + Participation in programmes to introduce new accounting software (e.g. EPOS, Payroll management etc)
* Assisting other departments with Finance related queries and information on their Monthly Management Accounts
* Checking and sign off for Utility Invoices
* Management of Internal Audit
* Attendance/Member of Finance Committee
* Report to Fellows/Tutors their Entertainment Allowances and spend
* Guestrooms and other non SL Income posting
* Intercompany posting and reconciliation
* Accounting for Depreciation
* Preparing Cash Flow Forecasts
* Assisting the Head of Finance with budget preparation

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| **Person Specification** | **Essential** | **Desirable** |
| **Qualifications required for the post:** |  | Either a Degree in Accountancy  Or Qualification in ACA, CIMA,  ACCA (or equivalent). |
| **Level of skills, knowledge, experience required:** | (Gent / Ziton / Morley / Siemens)  Experience within a busy finance team and a strong finance background.  Attention to detail and high level of accuracy.  Practical experience of debtors and creditors control.  Strong numeric and analytical skills.  Ability to analyse and evaluate information. | Experience within a College or University environment.  Experience of working during a new system implementation |
| **IT skills required:** | Knowledge of financial packages and reporting software, advanced Excel skills. |  |
| **Personal attributes** | The ability to maintain good working relationships and to communicate clearly within his or her team.  An ability to work under pressure and to tight deadlines.  Adaptability and flexibility and an ability to manage a variable workload and work proactively.  The ability to communicate with all College Fellows, staff, students and external bodies in a professional manner. |  |

**Salary and Conditions**

The salary will be dependent on experience. The position is a permanent post subject to a six month probationary period.

The basic hours are 37.5 per week. The jobholder may be expected to work overtime when required (overtime is not paid, but time owed may be taken during quieter periods).

Benefits include a pension scheme, 25 days holiday plus bank holidays, pro rata in the first year and for part-time appointments. On-site parking & subsidised gym membership. Annual bonus scheme after qualifying period. Lunch is provided when the kitchens are open.