Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Management Accountant</th>
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<tr>
<td>Department:</td>
<td>Finance</td>
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<tr>
<td>Location:</td>
<td>Murray Edwards College, Cambridge</td>
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<td>Purpose of role:</td>
<td>Responsible for the preparation of monthly management accounts. Assisting the Head of Finance with annual statutory accounts. Deputising for the Head of Finance as required.</td>
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<td>Line manager:</td>
<td>Head of Finance</td>
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<td>Line manages:</td>
<td>Finance Assistant</td>
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<tr>
<td>Salary / Salary Band:</td>
<td>Between £30,000 - £35,000pa, dependent on skills and qualifications (Band 5)</td>
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<td>Hours:</td>
<td>Full time 37.5 per week</td>
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Main duties and responsibilities:

- Prepare monthly management accounts for review by the Head of Finance including supporting analysis and meaningful commentary.

- Presentation of these to college senior officers and budget holders, as directed by Head of Finance.

  Note that this involves the maintaining prepayments, accruals, balance sheet reconciliations, accounting for income recognition/cash in transit over period end and EPOS reconciliations.

- Complete balance sheet account reconciliations at year end and month ends.

- Prepare annual accounting information for the Head of Finance to support preparation of the statutory accounts and reports relating to the College and subsidiary companies.

- Manage the Finance Assistant’s activities (principally purchase ledger and cash management).

- Be the first line of contact for Finance related queries from departments, including proactive oversight of departmental budget and variances.

- Assist with any other regulatory returns or obligations required on the part of the College and provision of other ad hoc information, reports and returns as required.

- Assist with nominal ledger payments and journals as directed by Head of Finance.
- Ad hoc requests relating to the production of management accounts and year end results.

- Prepare monthly invoices and accounts information in relation to the college’s joint venture with the Kaetsu Educational Foundation on the running of the Kaetsu Centre.

- Perform bank reconciliations for all Murray Edwards College bank accounts.

- Deputise for the Head of Finance to ensure the smooth running of the Accounts Department in the Head of Finance’s absence.

- Provide on-going development of accounting systems and delivering systems improvements for, as a focus for those periods of the month not taken up with preparation of management accounts. These will include but are not restricted to the following:
  - 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 etc)

- Reporting to Fellows/Tutors on their Entertainment Allowances and spend.

- Checking and sign off for utility invoices.

- Intercompany posting and reconciliation.

- Accounting for fixed assets and depreciation.

- Assist with auditor requests as part of the year end audit.

**Person Specification**

<table>
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<tr>
<th>Qualifications required for the post:</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>At least part-qualified in ACA, ACCA, CIMA (or equivalent)</td>
<td>Either a Degree in Accountancy Or Qualification in ACA, CIMA, ACCA (or equivalent) (those close to qualifying also be considered).</td>
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| **Level of skills, knowledge, experience required:** | 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 the Finance team, and to collaborate with other College departments.  
- 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. |