

## JOB DESCRIPTION

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| Post Title:      | Management Accountant  |
| Responsible to:  | Finance Manager  |
| Responsible for: | The supervision and support of a small Finance Team, production of monthly management accounts and to provide assistance with finance related matters such as budgeting, forecasting, reporting and systems development.   |
| Summary of post: | To manage the day to day administration of the Guild's Finance Department, including sales ledger, purchase ledger, cash-book and nominal ledger, production of monthly management accounts to set deadlines and to assist with the design and delivery of financial processes/procedures to ensure effective financial control. |

## RESPONSIBILITIES:

1. To work with the Finance Manager to manage the day to day administration of the Guild's Finance Department.
2. Supervise the finance team on a day to day basis ensuring that work is prioritised to meet deadlines. Co-ordinate workload for the team, ensure viable staff cover of the department and provide support and training as appropriate.
3. Produce monthly management accounts for all departments in a timely and accurate manner and to liaise with budget-holders during the monthly process.
4. Produce weekly sales statistics for circulation to management relating to the Guild's main commercial activities and other areas that require regular monitoring.
5. To provide support to the Finance Team to ensure the efficient and effective processing of all transactions associated with the sales ledger function, cashiering, bank reconciliation process and purchase ledger function
6. To support the Finance Manager in the development and administration of the Guild's Access Dimensions accounting package, including improving processing efficiency via integration with other Guild systems; rolling out the package to budget holders & student groups (including on-going training) and implementing staged improvements as identified.

7. To ensure the timely and accurate preparation of payroll processing data for authorisation by the Finance Manager, via the Payroll Coordinator.
8. Maintain the VAT ledger ensuring accuracy of transactions and compliance with legislation.
9. Evaluate and make recommendations on the automated systems and processes within the department, working with the Finance Manager to modernise and improve the function.
10. To support the delivery and development of the Financial Procedures Manual (FPM). Propose changes to accounting and financial policies and procedures to ensure efficacy of service and liaise with budget-holders to ensure compliance to the policies and procedures within the FPM.
11. Assist the Finance Manager in the annual budget process, quarterly forecasts and long term forecast processes working to deadlines and engaging stakeholders.
12. Assist the Finance Manager in other strategic finance projects as required.
13. Assist the Finance Manager in the production of other financial information, reports and spreadsheets that maybe required.
14. Deputise for the Finance Manager when requested/required.
15. Establish clear and effective communication with all Finance Department stake-holders with regard to the responsibilities and duties within the Guild.
16. Continually look to identify areas for improvement and develop processes that will enhance the level of service offered to Finance Department stake-holders.
17. Adhere to all relevant Guild policy with particular reference to staffing, health & safety, environmental and any relevant policy where it may impact upon your role.
18. Undertake appropriate training and personal development as required for the role.
19. Participate as a member of the Finance Department and wider Guild team.
20. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example
21. Support the work of the Finance Department, where necessary, in the event of sickness, holiday cover or other exceptional circumstances.
22. Undertake such other duties as may reasonably be required, consistent with the nature and grade of the post.

July 2019

## Person Specification: Management Accountant

| You must be able to demonstrate in your application that you have;   | Essential | Desirable |
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| <b>QUALIFICATIONS</b>  |           |           |
| Good general education equivalent to A level or beyond, including Maths and English to at least GCSE or equivalent                 | ✓         |           |
| Either part or fully qualified CCAB or ICSA qualification (to include AAT) or commitment towards studying for qualification        | ✓         |           |
| <b>KNOWLEDGE AND EXPERIENCE</b>  |           |           |
| Relevant experience of the operations and processes of a Finance Department to include financial accounting processes and controls | ✓         |           |
| Relevant experience of writing clear and concise reports of a financial nature   |           | ✓         |
| Relevant experience of supervising people  | ✓         |           |
| Relevant experience of using an accounting software package to process and report transactions                                     | ✓         |           |
| Relevant experience of using Access Dimensions accounting package  |           | ✓         |
| Strong practical knowledge of accruals accounting, including preparing journals for accruals and prepayments                       | ✓         |           |
| Understand financial requirements within a registered Charity  |           | ✓         |
| <b>SKILLS AND ABILITIES</b>  |           |           |
| Ability to present information clearly and concisely in writing or verbally, with excellent written and spoken English             | ✓         |           |
| Ability to communicate clearly with stakeholders, both internally and externally   | ✓         |           |
| Ability to negotiate and influence, able to robustly challenge and question  | ✓         |           |
| Ability to work using own initiative, but knowing when to consult  | ✓         |           |
| Accurate approach with attention to detail   | ✓         |           |
| Ability to create and maintain administrative systems  | ✓         |           |
| Computer literacy (standard office software including spreadsheets) and keyboard skills  | ✓         |           |
| Proactive with a positive outlook and willingness to embrace change  | ✓         |           |
| Able to prioritise own and others work to tight work deadlines   | ✓         |           |
| Persistent & able to persuade others to meet your deadlines  | ✓         |           |
| <b>PERSONAL QUALITIES</b>  |           |           |
| Understanding of and a commitment to Equality of Opportunity   | ✓         |           |
| Team focussed approach   | ✓         |           |
| Self-motivated   | ✓         |           |
| Flexible   | ✓         |           |
| Committed to continuously improving service delivery   | ✓         |           |
| Customer focus   | ✓         |           |
| Persistent & able to persuade others to meet your deadlines  | ✓         |           |
| Attention to detail  | ✓         |           |