

# JOB DESCRIPTION

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**TITLE:** Management Accountant

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**GRADE:** 8 (SO2)

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**RESPONSIBLE TO:** Head of Management Accounts

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**PURPOSE OF JOB:**

- To assist the Head of Management Accounts in the delivery of monthly budget meetings, management accounts, cashflow analysis and the annual budget planning process for the college group.
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**MAIN TASKS AND RESPONSIBILITIES:**

**1. Particular to the post:**

- 1.1 Assist on the collation of the numeric input into the monthly management accounts for New City College under the direction of the Head of Management Accounts.
- 1.2 Take responsibility for understanding allocated income streams and maintaining reconciliations for those income streams, identifying monthly adjustments required to correctly record this income within the management accounts. These areas are to be determined by the Head of Management Accounts.
- 1.3 To assist in the collation of the financial data for the annual budgeting process, and for longer term financial forecasting requirements. To review and advise on the business plans produced by budget holders in the preparation of budgets.
- 1.4 Upload the annual budget into the Accounting Systems, and maintain as required.
- 1.5 Understand delegation limits and how this relates to the uploaded annual budget. Amend delegation routings to reflect changes in staff or delegation limits.
- 1.6 To meet regularly with the allocated budget holders, professionally representing the finance team at the meetings.

- 1.7 Support non-finance colleagues in managing their budgets by providing clear advice and training. Aim to improve financial confidence and competence in all College management teams.
- 1.8 To assist in the development of appropriate, accurate and timely reporting to meet needs at all levels of the business.
- 1.9 Carry out in depth monthly monitoring of transactions to ensure accuracy and completeness. Develop a thorough understanding of your allocated budgets.
- 1.10 Monitoring accruals and prepayments held on the balance sheet, including a monthly reconciliation.
- 1.11 Work closely with the Head of Management Accounts to help drive business performance and efficiency through the provision of forward-looking insight and challenge. Contribute to ensuring high quality financial decisions are made in the college.
- 1.12 To assist in the collation of information for external stakeholders as required.
- 1.13 To support the Deputy Director of Finance during the year-end Financial Audit as requested.
- 1.14 Work with the Head of Management Accounts and the wider team to document processes, identify improvements and assist in their implementation.
- 1.15 To assist in the production and development of the cashflow forecasts.
- 1.16 Train and support non-financial users on the finance system and processes.
- 1.17 Active involvement in College promotional events as required.
- 1.18 General office ad-hoc duties

## **2. In common with all other staff:**

- 2.1 To support the College's mission, vision, values and strategic objectives.
- 2.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 2.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 2.4 To implement the College's safeguarding policies and practices.

- 2.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 2.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 2.7 To ensure that data is handled in line with the General Data Protection Regulations.

### **3 Person Specification: (E=Essential)**

- 3.1 Good Communication Skills and ability to develop working relationships with non-finance colleagues. **E**
- 3.2 Part-qualified and working towards full qualification. Otherwise, must have significant, recent and relevant experience. **E**
- 3.3 The ability to deliver to set deadlines. **E**
- 3.4 Excellent skills in using Microsoft Excel. **E**
- 3.5 Experience of using Accounting Systems to build and amend reports. **E**
- 3.6 Experience of successful budget management and budgetary control. **E**
- 3.7 Excellent organisational skills, including time management, progress chasing, project management and the ability to meet deadlines consistently. **E**
- 3.8 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues; **E**
- 3.9 The ability to contribute to the long-term strategic development of the College. **E**
- 3.10 An understanding of and commitment to Equality & Diversity and Safeguarding & practical ideas for their implementation in this post. **E**

#### **Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.