

JOB DESCRIPTION

TITLE: Senior Management Accountant

GRADE: Management Spine

RESPONSIBLE TO: Head of Management Accounts

PURPOSE OF JOB:

- To assist the Head of Management Accounts in the delivery of monthly management accounts, cashflow analysis, the annual budget planning process and uploading of budgets.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 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.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

- 3.1 Lead on the collation of the numeric input into the monthly management accounts for New City College under the direction of the line manager as required.
- 3.2 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.
- 3.3 Upload the annual budget into the Accounting System as required.
- 3.4 Understand delegation limits and the uploaded annual budgets to reflect these. Amending delegation routings as required to reflect staff changes or changes to delegation limits. Review POs above the delegation limits and pass on as required for further approval, within the roles allocated areas of responsibility.
- 3.5 Work closely to help drive business performance helping to ensure high quality financial decisions are made in the college.
- 3.6 Provide objective financial advice and opinions that positively impact the future choices of a college business.
- 3.7 Identify and drive financial efficiency within the College ensuring that resources are effectively allocated to ensure value-for-money approaches are being adopted.
- 3.8 Develop and propose solutions and options to resolve concerns to a satisfactory outcome.
- 3.9 Support the business in assuming greater degrees of financial accountability by providing local coaching and training to improve financial confidence and competence across the divisional management teams.
- 3.10 To provide forward looking insight and challenge, adding demonstrable value through delivering business and commercial insights - acting as a catalyst for business' change.

- 3.11 To meet regularly (approximately monthly) with the allocated budget holders, professionally representing the finance team at the meetings.
- 3.12 To assist in the collation of information for Ofsted and PFA Auditors as required.
- 3.13 To support the Head of Financial Accounts over the year-end Financial Audit requirements as requested.
- 3.14 To assist in the collation of the financial data for the preparation of the annual budgeting process, longer term financial forecasting requirements and the preparation of submissions to relevant committees, funding bodies and other external stakeholders as required. To review and advise on the business plans produced by budget holders in the preparation of budgets.
- 3.15 To assist in the collation of data for returns to the Funding Bodies and other statutory bodies as required.
- 3.16 To assist in the production and development of the cashflow forecasts.
- 3.17 Train and support non-financial users on the finance system and processes.
- 3.18 Active involvement in College promotional events as required.
- 3.19 General office ad-hoc duties

4. Person Specification:

- 4.1 Good Communication Skills and ability to develop working relationships with non-finance colleagues.
- 4.2 Qualified CCAB Accountant or qualified by experience.
- 4.3 The ability to deliver to set deadlines.
- 4.4 Excellent Excel and Word IT skills.
- 4.5 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.6 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.

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.

