

JOB DESCRIPTION

Post: Management Accountant

Responsible to: Head of Finance

Salary: £28,740 - £34,016 pro rata
Scale 6/7

Hours: 30 - 37 hours per week Part-time/full time (flexible for the right candidate)

Conditions of Service: Truro and Penwith College conditions of service

Main Purpose of Job: To assist the Head of Finance in the preparation and analysis of the monthly accounting position and management information of the College including the completion of Income and Expenditure and monthly Balance Sheet and Cashflow reports as well as 3-year budget forecasts.

To assist the Head of Finance in the preparation of annual financial statements and other periodic statutory returns.

To ensure all financial information is prepared and maintained to the highest standards of accuracy, clarity and compliance.

To help drive and support continuous innovation and improvements to working practices within the team to ensure efficiency in day-to-day tasks.

To act as a finance team coordinator, supporting the smooth running of day-to-day operations within the finance department, overseeing the coordination of team workload, ensuring targets and deadlines are met.

Specific Duties: Ensure that monthly financial information is processed in accordance with procedures to provide accurate and timely management information for Senior Management Team, College Governors and external funding bodies.

Prepare and/or review month-end and year-end reconciliations including creditor ledger, debtor ledger, accruals, prepayments, deferred income and payments on account, fixed assets, payroll, bank statement reconciliation, petty cash, income, credit card (both receipt and expenditure), etc to ensure all have been completed accurately and within required timescales.

Ensure supporting documentation and reconciliations are prepared to a high standard, information is clear, concise and technically accurate.

Prepare quarterly VAT returns including partial exemption adjustments to ensure prompt and accurate submissions.

Assist with the preparation of accurate and timely cashflow forecasts and budget information.

Support the Head of Finance and CFO in the preparation of financial reports as required by external agencies, including balance sheets, statement of annual accounts and financial forecasts.

Support the Head of Finance in the day-to-day operation of the finance office and oversight of financial procedures on all College sites.

Assist the Head of Finance and CFO in liaising with external and internal auditors and other financial consultants as required and maintain finance office records to audit standards.

Assist with communications directed at the finance team including dealing with queries from staff, students, parents and external bodies.

Assist the Head of Finance with the day-to-day management and operation of the financial accounting system and assist and support other members of the finance team as and when required.

Assist the Head of Finance with insurance related queries including monitor and collate information relating to College insurance claims and documentation.

Support and cover for other finance team functions as required, liaising with a variety of stakeholders and promoting good financial practice in accordance with College financial procedures.

Perform other various ad-hoc duties associated with the College's finance and administrative functions as required.

Undertake such cross-college responsibilities as may from time to time be ascribed to the post.

General Requirements:

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To always maintain the highest standards of professional behaviour (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

Management Accountant

This post would suit someone with the following skills and experience:

- Proven accounting and problem-solving skills and experience of day-to-day management of financial information in an educational or charity environment
- Preparation of month and year end financial reports
- Audit experience within a regulated environment
- Excellent IT skills, in Excel and Word, particularly in analytical formulas
- Experience with accounting systems and electronic and/or cloud services
- Pro-active, innovative idea generation for continuous improvement in working practices
- Confident in implementing and supporting changes required to processes and working papers
- Good inter-personal skills demonstrating diplomacy and compassion in dealing with students, staff and members of the public
- Accountability and performance management skills
- Good administrative ability with a respect for confidentiality
- A willingness and flexibility to learn and operate new procedures effectively
- The ability to work to tight deadlines
- A commitment to teamwork and development

Desirable:

Level 4 qualification or above in an accounting subject or similar

The College is registered with the Disclosure and Barring Service, and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College are committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.