



Job Description	Management Accountant
<p><u>Role Specific</u></p> <ol style="list-style-type: none"> 1. Produce monthly management accounts reports, with analysis 2. Assist the preparation of annual budgets and forecasts, including variance analysis, with commentaries 3. Assist with cash flow forecasting 4. Assist in the production of Year End Statutory Accounts 5. Develop reports and reporting systems to ensure accurate and meaningful financial information is available for monitoring and decision making 6. Undertake regular financial monitoring against project targets and profiles 7. Calculate accruals, prepayments and other regular accounting adjustments 8. Actively participate in the review and development of financial systems relating to the management accounts function and procedures 9. Provide financial advice and training to Budget Managers and their staff 10. Continuously review management and financial accounts reporting to improve efficiencies and adhere to best practice 11. Prepare information for internal and external auditors, inspectors and other external parties 12. Complete financial returns as required, to comply with associated legislation or regulations 13. Provide support to the Finance Manager 	
<p><u>College Responsibilities</u></p> <ol style="list-style-type: none"> 1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively. 2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation. 3. Value diversity and promote equality. 4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies. 5. Contribute to cross-college events. 6. Adhere to College policies and procedures including health and safety. 7. Ensure good communication at all levels. 8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults. 9. Any other duties that the Principal considers appropriate. 	





Person Specification	Management Accountant
	Essential / Desirable
Qualifications and Attainments	
5 GCSEs or equivalent including grade C in Maths and English	Essential
A professionally recognised qualification in accountancy (e.g. CIMA, CIPFA, ACCA, ICA)	Essential
Training, Experience and Knowledge	
Experience of production of monthly management accounts and preparation, profiling and monitoring of budgets and forecasts	Essential
Experience of working on a computerised accounting system	Essential
Experience of attending meetings with budget holders to communicate key issues relating to the financial performance of the accounts	Essential
Experience of undertaking costing exercises and detailed analysis and interpretation of financial information	Essential
Previous exposure to financial audits	Essential
Experience of building positive working relationships	Essential
Working knowledge of Microsoft Office software packages, particularly the use of Excel for complex data management	Essential
Experience of working within the Further Education sector and an understanding of various College Funding streams	Desirable
Personal Skills and Attitudes	
The ability to interpret data	Essential
Strong team working skills	Essential
Excellent communication skills both written and verbal	Essential
The ability to work with high levels of attention to detail accuracy	Essential
Planning skills and ability to develop provision to meet business needs.	Essential
Ability to set and monitor and achieve challenging targets.	Essential
Ability to maintain confidentiality	Essential
An understanding of the General Data Protection Regulations	Desirable
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential





Flexible approach to working times in line with the College	Essential

