

Job Description

TITLE:	Management Accountant
GRADE:	8 (SO2)
REPORTS TO:	Head of Management Accounts
HOURS:	35 hours per week

Purpose of the Role

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.

Key Responsibilities:

- 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.
- 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.
- 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.
- Upload the annual budget into the Accounting Systems, and maintain as required.
- Understand delegation limits and how this relates to the uploaded annual budget. Amend delegation routings to reflect changes in staff or delegation limits.
- To meet regularly with the allocated budget holders, professionally representing the finance team at the meetings. 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.
- To assist in the development of appropriate, accurate and timely reporting to meet needs at all levels of the business.
- Carry out in depth monthly monitoring of transactions to ensure accuracy

and completeness. Develop a thorough understanding of your allocated budgets.

- Monitoring accruals and prepayments held on the balance sheet, including a monthly reconciliation.
- 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.
- To assist in the collation of information for external stakeholders as required.
- To support the Deputy Director of Finance during the year-end Financial Audit as requested.
- Work with the Head of Management Accounts and the wider team to document processes, identify improvements and assist in their implementation.
- To assist in the production and development of the cashflow forecasts.
- Train and support non-financial users on the finance system and processes.
- Active involvement in College promotional events as required.
- General office ad-hoc duties

1. In common with all other staff:

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

In common with other support:

- No annual leave may be taken during the enrolment period, which begins the day before GCSE Results Day.
- All staff are required to support exam invigilation and may cover up to three exams per year, including GCSE support.
- Staff must take part in two open evenings, or one Saturday open day, each year. These hours are provided in lieu of the additional Christmas holiday days.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.
- Demonstrate the ability to implement HR policies and practices through a diversity, equality and inclusion lens, with a commitment to addressing systemic inequalities.
- Plan and deliver services that support culturally and ethnically diverse communities, contributing to an inclusive College environment.
- Take responsibility for ongoing professional development and participate in relevant internal and external activities.
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- Implement the College's safeguarding policies and practices.
- Fulfil health and safety responsibilities in line with the College's Health and Safety policy.
- Undertake any other duties commensurate with the grade and responsibilities of the role.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, excluding GCSE exam support

Person Specification:

Education & Qualifications

- Degree from Accounting/ Finance/ Business Accounting/Management Accountant
- Chartered Global Management Accountant (CGMA)
- 3 levels — *Operational, Management, Strategic*
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Experience

- Part-qualified and working towards full qualification. Otherwise, must have significant, recent and relevant experience.
- The ability to deliver to set deadlines
- Experience of using Accounting Systems to build and amend reports
- Experience of successful budget management and budgetary control.
- Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;

Knowledge, Skills & Behaviours

- Good Communication Skills and ability to develop working relationships with non-finance colleagues.
- Excellent skills in using Microsoft Excel
- Excellent organisational skills, including time management, progress chasing, project management and the ability to meet deadlines consistently.
- The ability to contribute to the long-term strategic development of the College.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.