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Job Description

Management Accountant

Title of Post: Management Accountant

Section: Finance

Grade: Harmonised Salary Scale (Pt. 33 - 36)

Hours: 36 hours per week, 52 weeks per year

Reporting to: Finance Manager

Base: Richmond upon Thames College, with occasional travel to other HRUC sites

## MAIN SCOPE OF POST:

Richmond upon Thames College merged with Harrow and Uxbridge Colleges to form Harrow Richmond and Uxbridge Colleges (HRUC) on 4 January 2023. The purpose of this role is to manage the finance function at Richmond College, in particular to support with the preparation of budgets and forecasts and produce monthly consolidated management accounts and other financial information to strict deadlines. The role also includes supervising the daily operations and processing of transactions at Richmond and responsibility for maintaining the integrity of the nominal ledgers of the College.

The Richmond campus is undergoing a major redevelopment with construction of a brand-new state of the art campus building completed in 2020, and the recent commencement of the Phase two construction of a new future technology-focussed STEM Centre. This role will support the accounting for the development project including managing grant funding and project related costs.

The role will work closely with Central Finance and will line manage two Richmond-based staff.

### DUTIES

1. Produce accurate and timely management accounts to agreed deadlines, for use by stakeholders such as senior managers, governors.
2. Assist the Finance Manager with the investigations of budget variances.
3. Maintain the nominal ledger coding structure and ensure that all transactions are correctly coded.
4. Liaise with the College bankers for all routine banking matters.
5. Advise budget holders on routine accounting matters as required.
6. Insist in completing the College VAT returns.
7. Produce the monthly payroll journals.
8. Analyse the variances on the payroll budget and report to the Finance Manager / Finance Director.
9. Assist the Finance Director with the production of the Financial Statements and Funding Body returns.
10. Assist the Finance Manager / Finance Director in the production of budgets and forecasts.
11. Assist the Finance Director with cashflow forecasting and monitoring.
12. Monitor capital expenditure against budget.
13. Prepare monthly depreciation journals and fixed assets information.
14. Work with the project management team to provide information on contractor invoices.
15. Co-ordinate, monitor and support the implementation of the College’s grant funded contracts.
16. Assist with the preparation of statutory returns and claims to the funding bodies of such contracts, ensuring that there is a full audit trail in support.
17. Complete monthly control account reconciliations.
18. Produce budgetary and forecast information and liaise closely with project and contract managers. Liaise with sub contractors to ensure reconciliations/payments made are timely.
19. Advise staff on project and contract monitoring requirements and procedures.

18. Liaise with internal and external auditors as and when required.

19. Any other duties as may be reasonably required.

20. At all times to ensure compliance with the College’s financial regulations.

**OTHER DUTIES:**

1. To participate in relevant training and staff development opportunities where appropriate.
2. To take an active part in the Appraisal and Mentoring processes.
3. To comply with all relevant Health and Safety regulations and assist the college in the implementation of its own Health and Safety Policy.
4. To comply with and actively promote within their section the College’s Equal Opportunities Policy.
5. To participate in all necessary enrolment duties.
6. To carry out all other duties as may be reasonably required.

Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

#### Management Accountant

##### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How assessed?\*** |
| **Qualifications** |  |  |  |
| * Qualified to degree level | ✓ |  | AF/Cert |
| * CCAB part qualified or finalist | ✓ |  | AF/Cert |
| * Evidence of continued professional development | ✓ |  | AF |
| Knowledge, Skills and Experience |  |  |  |
| * Minimum of 3 years’ experience of management accounts in a corporate environment | ✓ |  | AF/IV |
| * Experience of managing audit procedures in a corporate environment | ✓ |  | AF/IV |
| * Knowledge and experience of manipulating data using database and spreadsheet applications | ✓ |  | AF/IV |
| * Knowledge of quality improvement processes | ✓ |  | AF/IV |
| * Good financial analysis skills gained in a corporate environment | ✓ |  | AF/IV |
| * Ability to convey financial information clearly and concisely to non-finance managers | ✓ |  | IV |
| * Experience of co-ordinating and monitoring project work | ✓ |  | AF/IV |
| * Excellent IT skills | ✓ |  | AF/IV |
| * Previous supervisory experience |  | ✓ | AF/IV |
| * Experience of financial management in an educational environment |  | ✓ | AF/IV |
| * An understanding of an FE College’s curriculum and the funding methodology |  | ✓ | AF/IV |
| **Other Skills/Attributes** |  |  |  |
| * Excellent interpersonal skills | ✓ |  | IV |
| * Experience of working to strict deadlines | ✓ |  | AF/IV |
| * Excellent communication skills, written and verbal | ✓ |  | AF/IV |
| * Good presentation skills | ✓ |  | IV |
| * Good numeracy and literacy skills | ✓ |  | Test |
| * Experience of working in a team | ✓ |  | AF/IV |
| * Excellent organisational skills | ✓ |  | AF/IV |
| * Flexible approach to work | ✓ |  | AF/IV |
| **Competencies**  *Support staff should be able to demonstrate competency in all of the following areas:*  Communication  Planning and Organising  Working Together  Customer Services  Adaptability/Flexibility |  |  | AF/IV |

**\***Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Test = Verbal and Numerical tests

Cert = Certificates (Checked on induction)