##

## JOB DESCRIPTION

# Job Title: Accounts Manager

**Reports to: Student Finance Manager**

**Direct Reports: Finance Administrators**

**Overall Responsibilities:**

* To provide professional leadership and further develop the Groups Sales to Cash processes ensuring that outstanding service is provide to all customers.
* Continuously review procedures and processes to improve efficiency and effectiveness ensuring they are compliant with current policies and regulations.
* Act as key liaison with the student data and enrolment teams, leading change management schemes.
* Drive innovation and systems development

**Main Duties**

**To effectively lead the Groups Recovery Team**

to include:

* The line management of the Recovery Team.
* To set objectives and carry out appraisals, assessing the training and development needs of the team to ensure they have the skills to provide the service to our customers.
* The organisation and prioritisation of their workloads to ensure that all invoices, credit notes and refunds are raised promptly and accurately.
* To oversee the groups credit control function ensuring that processes are current, effective and that appropriate controls are in place and that barriers to payment are removed.
* To ensure proper and effective monthly closedown routines including overseeing that all balance sheet reconciliations are cleared down and completed, ensuring variances are properly explained and remedial action is taken if necessary.
* To maintain up to date written procedures covering all tasks and functions within your and your teams remit.
* To develop and deliver service excellence to internal and external customers that is clearly recognised as professional and adding value to the business.
* To work with the Student Registry Team on systems development, removing barriers to debt recovery.

**To assist the Financial Controller in the preparation of insightful reporting and monthly management information**

to include:

* To prepare monthly reports to add value to the organisations decision making
* Manage complex datasets to drive through improvements to systems.
* To conduct regular, at least monthly, reviews of the groups aged debts and ensure debts are recovered in a timely fashion reporting findings, including recommending debts to be written off and planned recovery strategies to senior management.
* To be responsible for accurately and timely analysis and processing of information in respect of Intercompany billing each month, including agency transfers.

**To further develop the Groups procedures, processes and systems to improve efficiency and effectiveness.**

to include**:**

* To look to automate functions and procedures as far as practical able.
* To continuously review procedures, processes and systems to improve efficiency and effectiveness ensuring they are compliant with current policies and regulations.
* To work with the Financial Controller to ensure all budget holders and staff with financial responsibilities are made aware of the Financial Regulations and appropriately trained in procedures covering such responsibilities

**Other duties**

to include

* To assist the Financial Controller in the preparation for of the year end statutory financial accounts, regulatory returns and internal audits.
* To undertake ad hoc projects, investigations and miscellaneous tasks as required
* To provide cover within the Finance Team
* To undertake any other associated duties as determined by the Financial Controller

**Statutory duties:**

* **Safeguarding:**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity:**

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

* **Health and Safety:**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development:**

To participate proactively in training and development including qualification development required in the job role.

**May 2021**



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|   | **Essential**  | **Desirable**  |
| **Qualifications/ Training**  | * Minimum of 5 GCSEs grade A-C, or equivalent, including mathematics and English
* Studying CCAB or equivalent.
* Recent continual professional development
 | * CCAB qualified
* University degree
* Customer services
* Safeguarding training
* Equality and diversity training
* ECDL or ITQ Level 2 or equivalent

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| **Knowledge/ Experience**  | * Experience of working in a busy accounting function with computerised accounting systems.
* Experience of working in a Finance related role at an equivalent level within a complex organisation.
* Recent effective line management experience and upskilling of staff.
* Knowledge of Financial management procedures and controls.
* Comprehensive experience of reconciliation work.
* Experience of preparing sales and cash balance sheet reconciliations.
* Experience of managing a credit control function in a complex organisation liaising with the public and companies.
* In depth knowledge of year end accounts preparation, including accounting standards and principles and preparation of income and expenditure accounts and balance sheets
* Experience of working with and advising non-financial managers on financial control matters
* Evidence of high performance in previous roles/jobs
* Experience of workings effectively with people from diverse backgrounds
* Experience of understanding how to promote equality and diversity within the job role
 | * Experience in preparing group accounts.
* Experience of preparing and processing inter-company transactions.
* Previous working knowledge of Agresso Business World.
* Experience of  identifying and delivering finance training

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| **Skills/Abilities**  | * Excellent IT Skills with the ability to develop and enhance computerised management systems, analyse and manipulate data and present meaningful management information.
* Ability to effectively plan and organise workloads in response to business needs, working effectively under pressure to ensure that competing deadlines are met.
* Excellent interpersonal skills with the ability to build working relationships at all levels
* Excellent oral and written communication skills with the ability to produce and articulate, clear and concise reports, policy and business documents
* The ability to work effectively within the framework defined by the position without frequent supervision.
* Clear logical thinker with astute decision making skills
* Excellent demonstrate able customer service skills with the ability to demonstrate a strategic focused analytical approach to problem solving that is adapted to the needs of the customer and the continued success of the organisation.
* Ability to deliver a high standard of work accurately under pressure, displaying excellent attention to detail and highly analytical skills
* Ability to clearly demonstrate a positive solution focused approach to change and to role model professional and positive behaviours.
* Ability to work in line with our values of

Student Focus High Performance  Respect, Openness and Honesty And explain how this relates to the job role * Ability to promote a positive contribution to the team, valuing and respecting others’ expertise and contribution.
* Ability to promote our excellent reputation and carry out our business appropriately and professionally at all times.
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| **Special Requirements**  | * Willingness to update skills and knowledge
* Willingness to work flexible working hours if necessary
* Demonstrate commitment to personal continuous development.
* Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns
* Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.
* Flexible approach to work and working times
* Willingness to travel to and work at all locations where we provide a service
* Awareness of health and safety requirements relevant to the job.
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**Mary 2021**