

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Management Accountant
Responsible To:	Assistant Director of Finance
Department:	Finance and Resources
Salary Grade:	Grade F - £36,891 - £41,527

JOB ROLE

To ensure that financial services are provided efficiently and effectively across all sites in line with the College policies and financial regulations under the direction of the senior finance team.

To produce monthly management accounts, evaluate and review with senior finance team and correcting any errors

To ensure that budget holders receive timely and accurate financial information and support in managing their allocations.

To support the senior finance team with budget setting and forecasting including annual submissions.

To ensure full compliance with finance policies, procedures and financial regulations ensuring that all transactions are accurately and efficiently recorded.

To support with month-end, year-end and audit procedures in accordance internal and external regulations and guidance.

To support, train and supervise finance staff as directed by the Assistant Director of Finance.

KEY DUTIES

No	Description of Duties
1	Responsibility for month end processes including preparation and input of journals and balance sheet reconciliations.
2	Preparation of monthly management accounts pack, analysis and communication of monthly financial performance to key management including analysis of budget v actual with commentary.
3	Drive improvements to management accounts process.
4	Produce month end budget holder reports, distribute to budget holders and communicate effectively to provide budget holders with the information they need (most of whom are curriculum staff with non-finance backgrounds).
5	Drive improvements to the budget holder reporting process including assessment of any additional system capabilities that are not being fully utilised.
6	Contribute to preparation of annual financial statements, liaison with internal and external auditors.
7	Be responsible for ad hoc work required by the Assistant Director of Finance (and wider SLT)
8	Undertake appropriate in-service training when required to do so
9	Assist with enrolment procedures, open days and other cross College matters as required
10	Drive positive change through seeking improvements to processes and efficiency
11	Ensure effective communication takes place with management, staff, students, customers and clients
12	Ensure a high level of confidentiality at all times

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Management Accountant

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	Qualified or part qualified accountant (ACA, CIMA, ACCA, CIPFA)	Y	
1.2	Project management qualification		Y
1.3	Microsoft Excel intermediate e.g., European Computer Driving Licence or CLAIT L2	Y	
1.4	Financial Report Writing		Y
2. Experience			
2.1	Accounting functions and accounts preparation experience including year-end financial statements and external audit	Y	
2.2	Experience of Financial Accounting System(S) – e.g., Unit 4/Business World, Oracle or Agresso would be an advantage		Y
2.3	Experience of working as part of a finance team.	Y	
2.4	Experience of operational and strategic budget management. A successful track record in budgeting setting, analysis and forecasting.		Y
2.5	Good working knowledge of EXCEL including pivot tables, formatting and creating complex formulas.	Y	
2.6	A proven track record of forging effective key working relationships	Y	
2.7	Knowledge of FE funding methodologies		Y
2.8	Experience of working within Further Education or another public sector organisation.		Y
2.9	At least 2 years' experience in a similar environment.	Y	
2.10	The ability to analyse complex financial data and to communicate the output.		Y
3. Skills/Abilities			
3.1	Advanced Microsoft excel and other IT skills	x	
3.2	Strong written and verbal communication skills	x	
3.3	Be able to work as part of a team and strong leadership skills	x	

3.4	Able to establish and maintain effective working relationships with colleagues across the College	x	
3.5	Highly organised, good time management	x	

Shortlisting Criteria		Essential	Desirable
3.6	Accuracy and attention to detail with experience in writing and delivering reports	x	
3.7	Possess the ability to recognise the values and cultures of a growing business and hit the ground running within a friendly and likeminded team environment	x	
3.8	Ability to work to tight deadlines and under pressure	x	
3.9	Change management and drives continuous improvement		x

4. Special Requirements			
4.1	Skills/Willingness to work within a team to implement strategic policy	x	
4.2	Genuine understanding of a commitment to Equal Opportunities in practice	x	
4.3	Willingness to work flexibly	x	

