**Job Description**

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| **Directorate** | Finance & Corporate Services |
| **Department** |  |
| **Section** | Finance |
| **Job Title:** | Business Support Accountant |
| **Grade:** | SO1 |
| **Reports To:** | Head of Finance |
| **Responsible For:** | - |
| **Principal Accountabilities:**  Provide the key management accounting function for the College by working closely with departmental staff to support the management of their budgets, ongoing costs and decision making.  Ensure that monthly management accounts reports are accurate, relevant and produced to agreed timescales  Assist with the planning and production of annual accounts, and subsequent accounts returns to funding agencies  Maintain and develop effective working relationships with College stakeholders | |
| **Key Tasks:**  Ensure the accounting records for assigned departmental areas are accurate, complete and timely to support the management of assigned departments including relevant control account reconciliations  Hold frequent and regular meetings with operational departmental staff to ensure that all parties are fully aware of all the financial aspects of the department, including staffing levels, budget variances, capital programmes, efficiency objectives, and all other income and expenditure  Represent assigned operational departments within the Finance department to ensure that Finance management are aware of all material aspects of the operational departments activities in a timely manner  Develop a full understanding of the key features of the areas of the College’s business which are assigned by the Head of Finance  Provide management accounting functions within the Finance department, including development of annual budgets, monitoring of income and expenditure, preparation of monthly budget and forecast reports, KPIs, and all necessary supporting analysis  Assist with the preparation and production of annual statutory accounts, and liaise with the College’s external auditors during the audit process  Assist in the identification of all risks which could damage the reputation and financial viability of the College/Section. To contribute to the identification of appropriate risk control measures and the implementation of these measures  Undertake any other duties appropriate to the post as deemed necessary by the Head of Finance | |
| **Special Features:**  No special features. | |
| **Miscellaneous:**  You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.  You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.  You have a responsibility to promote high levels of Customer Care within your areas of work.  You are required to participate with the appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.  Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld. | |
| **Review:**  This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes. | |

**Person Specification**

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| **Job Title:** | | | Business Support Accountant | | | | |
| **Directorate** | | | Finance and Corporate services | | | | |
| **Department** | | |  | | | | |
| **Section** | | | Finance | | | | |
| 2ticklogoIn order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.  All disabled candidates who meet the minimum essential criteria will be included on the shortlist. | | | | | | | |
| **Attributes** | | **Item** | **Relevant Criteria** | | | **How Identified** | **Essential/**  **Desirable** |
| 1 | Skills & Abilities | 1.1 | Able to analyse and interpret complex data | | | A/I/T | E |
|  |  | 1.2 | Able to communicate effectively, both verbally and written, to produce good quality written and verbal reports (eg report writing, presentations) | | | A/I | E |
|  |  | 1.3 | Excellent organisational skills | | | I | E |
|  |  | 1.4 | Competent use of Microsoft Office (word, excel, powerpoint etc or equivalent) | | | I/T | E |
|  |  | 1.5 | Ability to work independently and as part of a team | | | I | E |
| 2 | General & Special Knowledge | 2.1 | A good understanding of the Funding methodology within the FE education sector and of the Current/ Future developments in FE/Education. | | | I | D |
|  |  | 2.2 | Good knowledge of statutory Financial and Funding regulations and obligations relating to education | | | I | D |
| 3 | Education & Training | 3.1 | CCAB or CIMA part or fully qualified accountant | | | A | E |
| 4 | Relevant Experience | 4.1 | Experienced in successfully achieving forecast budgets, through effective financial control. | | | A/I | E |
|  |  | 4.2 | Experience of working in both the public and industrial/commercial sectors. | | | A | D |
|  |  | 4.3 | Experience of establishing and maintaining a high profile internally and externally. | | | A/I | E |
| **Key:** | | | **How Identified** | **T** | Test | | |
| **C** | Copy of Certificates | | |
| **P** | Presentation | | |
| **I** | Interview | | |
| **A** | Application | | |