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**Management Accountant/Finance Business Partner**

**Job Description**

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| Area | **:** | **Finance** |

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| Salary | **:** | **£40,714 - £44,482** |

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| Hours of Work (Full-time/Part-time) | **:** | **37 - Full time** |

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| Line Manager | **:** | **Head of Finance** |
| Responsibility for | **:** | Responsible for the preparation of the monthly management accounts and quarterly VAT returns. Assisting the Head of Finance with annual statutory accounts. Deputising for the Head of Finance as required *and*; |
|  | **:** | Promoting the welfare of children and young people |

**Main Purpose of Job:**

Responsible for the preparation of monthly management accounts and quarterly VAT returns. Assisting the Head of Finance with annual statutory accounts. Deputising for the Head of Finance as required including line management duties and to ensure that the provision;

* Meets the needs of learners, employers and other stakeholders
* Is of the highest possible quality in terms of learner outcomes and learner/employer

satisfaction

* Is effective, efficient and provide excellent value for money
* Reflects the vision, mission, aims and values of the college
* Is innovative, developmental and sector leading
* Promotes a culture of excellence and equality

The post-holder will be a member of the Finance department.

**Key Duties and Responsibilities:**

1. Prepare and produce timely, accurate and meaningful monthly management accounts, commentary, supporting analysis, KPI’s and variance reports.
2. Provide budget holders with financial information which meets their needs.
3. Answer queries from budget holders about their accounts and deal with ad hoc queries from the finance team.
4. Prepare monthly accruals, prepayments, internal charges and other ad hoc journals.
5. Assist with the collection and collation of information and data in order to assist with the preparation of the annual budget.
6. Assist with the year-end routines, reconciliations and assist with the preparation of draft statutory accounts for the College.
7. Assist with the preparation of other regulatory returns, ensuring they are submitted in a timely manner (i.e national statistics, HMRC, FOI requests)
8. Assist with the budgetary control process, maintaining accurate budgets on the finance system and providing information to budget holders as required.
9. Ensure balance sheet and control accounts are reconciled monthly
10. Assist with the continued documentation of systems and internal controls.
11. Maintain a cash flow schedule and produce weekly cash flow reports
12. Monitor the Learner Support Fund transactions and prepare the annual reconciliation and return
13. Undertake general Finance administration duties and responsibilities including dealing with the public, with occasional evening duties on a rota basis and assisting with enrolment.

Generic

1. Support and promote a culture of innovation, excellence and equality.
2. Comply with College policies, procedures and agreements.
3. Contribute to the risk management of the College.
4. Support and follow the College’s strategies on equality, diversity and safeguarding.
5. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
6. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
7. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder,***

***it is liable to variation to reflect changes in the job.***

**Management Accountant/Finance Business Partner**

**Person Specification**

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|  | **Assessment Method** | | | | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | \*Test | | Interview and Presentation | | Psychometric Testing | Qualification Certificates | | References |
| **Education and Qualifications** | | | | | | | | | |
| Essential |  |  | |  | |  |  | |  |
| * A suitable UK accountancy qualification with at least 2 years post qualification experience (CIMA, ACCA, ACA) | **✓** |  | |  | |  | **✓** | |  |
| * Evidence of on-going professional development | **✓** |  | |  | |  | **✓** | |  |
| **Skills and Experience** | | | | | | | | | |
| Essential |  |  | |  | |  |  | |  |
| * Post qualification experience or background in financial and management accounting | **✓** |  | | **✓** | |  |  | |  |
| * Excellent knowledge of accounting systems and extensive spreadsheet experience | **✓** |  | | **✓** | |  |  | |  |
| * An understanding of and an ability to deliver excellent customer service to internal and external customers | **✓** |  | | **✓** | |  |  | |  |
| * Excellent organisational skills | **✓** | **✓** | |  | |  | **✓** | | **✓** |
| * Understanding of equality, diversity and inclusion in working and learning environments | ✓ |  | | ✓ | |  |  | |  |
| * Appropriate level of digital literacy | **✓** | **✓** | |  | |  | **✓** | |  |
| **Personal Attributes** | | | | | | | | | |
| Essential |  | | | | | | | | |
| * Excellent interpersonal and communication skills |  | | **✓** | **✓** |  | | |  | **✓** |
| * Excellent organisational skills |  | | **✓** | **✓** |  | | |  | **✓** |
| * Excellent team-working skills |  | |  | **✓** |  | | |  | **✓** |
| * Effective influencing skills |  | |  |  |  | | |  |  |
| * Able to communicate effectively with learners and staff |  | |  | **✓** |  | | |  | **✓** |
| * Able to represent and promote the College in a professional manner |  | | **✓** | **✓** |  | | |  |  |
| * Ability to prioritise, work under pressure and to meet deadlines |  | | **✓** | **✓** |  | | |  |  |
| * Ability to use own initiative and work with minimum supervision |  | |  | **✓** |  | | |  |  |
| * Commitment to ongoing professional development |  | |  | **✓** |  | | |  |  |
| * Full, enhanced DBS |  | |  | **✓** |  | | |  |  |

Updated December 2022