

JOB DESCRIPTION

Post:	Management Accountant
Responsible to:	Finance Manager
Salary:	£28,456 - £33,679 per annum Scale 6/7 37 hours per week – full time
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	<p>To assist the Finance Manager in the preparation and analysis of the monthly accounting position and management information of the College including the completion of Income and Expenditure and monthly Balance Sheet and Cashflow reports as well as 3-year budget forecasts.</p> <p>To assist the Finance Manager in the preparation of annual financial statements and other periodic statutory returns.</p> <p>To ensure all financial information is prepared and maintained to the highest standards of accuracy, clarity and compliance.</p>
Specific Duties:	<p>Ensure that monthly financial information is processed in accordance with procedures to provide accurate and timely management information for Senior Management Team, College Governors and external funding bodies.</p> <p>Prepare and/or review month-end and year-end reconciliations including creditor ledger, debtor ledger, accruals, prepayments, deferred income and payments on account, fixed assets, payroll, bank statement reconciliation, petty cash, income, credit card (both receipt and expenditure), etc to ensure all have been completed accurately and within required timescales.</p> <p>Prepare quarterly VAT returns including partial exemption adjustments to ensure prompt and accurate submissions.</p> <p>Assist with the preparation of accurate and timely cashflow forecasts and budget information.</p>

Specific Duties (cont.): Assist the Finance Manager with the preparation and delivery of transport and other bursary support provision, liaising with students, parents/carers, colleagues and external stakeholders as appropriate.

Support the Finance Manager and CFO in the preparation of financial reports as required by external agencies, including balance sheets, statement of annual accounts and financial forecasts.

Support the Finance Manager in the day-to-day operation of the finance office and oversight of financial procedures on all College sites.

Assist the Finance Manager and CFO in liaising with external and internal auditors and other financial consultants as required and maintain finance office records to audit standards.

Assist with communications directed at the finance team including dealing with queries from staff, students, parents and external bodies.

Assist the Finance Manager with the day-to-day management and operation of the financial accounting system and assist and support other members of the finance team as and when required.

Assist the Finance Manager with insurance related queries including monitor and collate information relating to College insurance claims and documentation.

Support and cover for other finance team functions as required, liaising with a variety of stakeholders and promoting good financial practice in accordance with College financial procedures.

Perform other various ad-hoc duties associated with the College's finance and administrative functions as required.

Undertake such cross-college responsibilities as may from time to time be ascribed to the post.

General Requirement:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

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

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

MANAGEMENT ACCOUNTANT

This post would suit someone with the following skills and experience:

- Sound accounting skills and experience of day-to-day management of financial information in an educational or charity environment
- Preparation of month and year end financial reports
- Audit experience within a regulated environment
- Excellent IT skills, in Excel and Word
- Experience with accounting systems and electronic and/or cloud services
- Good inter-personal skills demonstrating diplomacy and compassion in dealing with students, staff and members of the public
- Good administrative ability with a respect for confidentiality
- A willingness and flexibility to learn and operate new procedures effectively
- The ability to work to tight deadlines
- A commitment to team work

Desirable:

- Level 4 qualification or above in an accounting subject or similar

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.