

## **Management Accountant Job Specification**

Main responsibilities are outlined below:-

- Managing, developing and enhancing the College's management reporting function
- Managing, developing and enhancing overhead allocation basis based on relevant cost drivers
- Developing and enhancing the College's IT reporting solution "Diver BI".
- Production of annual budgets for all faculties and departments and the overall College budget for the purpose of submission to the bank in accordance with bank covenants
- Preparation of rolling budgets on a faculty / departmental basis including overhead allocations to provide ongoing product profitability information for management and performance management purposes
- Attendance and participation at quarterly faculty performance committee meetings with budget holders and the President of the College.
- Production of quarterly management accounts and associated reporting to strict deadlines in accordance with bank covenants
- Liaising with faculty heads and department managers for the purpose of budget preparation
- Analysis and interpretation of variances versus budget and advising faculty heads and department managers on same
- Preparation and production of ad-hoc financial reports including appraisal of potential new courses, providing breakeven analysis etc.
- Management of the monthly sales ledger postings into Sage, ensuring the accuracy of both student fees and other income, including reconciliation of income to lodgements and debtors/receivables
- Analysis and reconciliation of Inter-Company transactions and balances
- Preparation of accruals, prepayment and deferral journals
- Maintenance of fixed asset register, ensuring accurate depreciation journals are calculated and posted
- Assisting with the preparation and production of annual accounts and audit files for a number of companies within the College
- Liaising with external auditors and providing explanations and reconciliations to audit queries
- Liaising with and working with other members of the accounts team to ensure that month end and other reporting deadlines are met
- Ongoing review of processes and systems with a view to upgrade/development
- Such other duties that may be specified by the Financial Director/Management Board from time to time

Required to be flexible in this position and must be prepared to undertake such other work as may be assigned to you by your manager from time to time. Will also be actively encouraged to participate in the development of the department in every way possible.

### **Personal / skillset specification**

Qualified accountant ACA, ACCA, CPA

Excellent IT skills to include advanced Excel, Sage 200 or similar, Sage Accounts Production.

Experience with Diver BI solution an advantage

Excellent communication skills

Ability to work on own initiative