

September 2017

Thank you for your interest in the post of Management Accountant at the Edward James Foundation. Please find attached the job description and person specification.

If you would like to apply for this vacancy, please submit a detailed CV with a covering letter to:

Alfie Gould
HR Assistant
West Dean College
West Dean
CHICHESTER
PO18 0QZ

Tel : 01243 818276

Email: alfie.gould@westdean.org.uk

The closing date for applications is at 12th October 2017.

We look forward to receiving your application. If you have any queries regarding the information you have been sent please do not hesitate to contact me by email.

JOB DESCRIPTION

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|---------------------|--|
| JOB TITLE | Management Accountant |
| DEPARTMENT/DIVISION | Finance Department |
| RESPONSIBLE TO | Group Head of Finance |
| LOCATION | West Dean College |
| RESPONSIBLE FOR | No line management responsibility |
| ROLE | To prepare, analyse, and develop management accounting and performance information; to monitor expenditure and procurement activity in order to maintain good financial control; to be part of the development of finance business partnering across the organisation; to assist and deputise for the Group Head of Finance. |

GENERAL DUTIES & RESPONSIBILITIES

I. Planning

- Assist the Group Head of Finance in the monthly preparation and collation of revenue and cash flow forecasts, and the annual preparation of revenue and capital budgets.

2. Reporting and Analysis

- Prepare the monthly Management Accounts and Performance Packs in line with the month end timetable, providing analysis to budget and forecast as appropriate.
- Provide robust regular and ad hoc reports for non-financial budget holders across the business.
- To report on and develop key performance indicators.
- Undertake ad hoc costing for capital and revenue projects.
- Prepare and post monthly journals including accruals and prepayments.
- Ensure that balance sheets accounts (including restricted funds) are reconciled monthly or quarterly as required.
- Assist with the reporting of the cashflow forecasts as appropriate.
- Assist with the year end process and the preparation of the Published Accounts and Financial Statements for the Charity and its subsidiaries.

3. Monitoring

- Assist in monitoring internal controls and day to day operation of the accounting systems.
- Monitor actual financial performance against budget and forecast.
- Work with Budget Holders across the organisation to understand and explain variances, and assess associated risks.
- Maintain the fixed asset register on a monthly basis.

4. Development

- Provide support and challenge to Budget Holders across all activities.
- To identify improvement opportunities and consider alternative approaches.
- Review and recommend improvements in financial systems, procedures and practices.
- To promote the principles of value for money through proper procurement practices.
- Assist in maintaining up to date Financial Regulations.

5. Management

- Deputise for the Group Head of Finance as required.

6. General

- Carry out any other relevant duties as may be reasonably required by the Group Head of Finance.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Essential

Relevant experience in a finance department

Excellent analytical and communication skills

Ability to work effectively under pressure and as part of a team

Good understanding of accounting systems, including strong Excel skills

Desirable

Accounting qualification (or credit towards accounting qualification)

Experience of using Iris Exchequer

KEY TERMS AND CONDITIONS OF EMPLOYMENT

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| Contract: | Permanent full or part time |
| Duties : | As attached job description |
| Salary: | £30,000 (FTE) per annum, pro rated for part time hours Payable monthly in arrears by BACS |
| Hours: | Part time minimum of 25 hours or full time 35 hours per week, Monday to Friday. Working pattern to be agreed. |
| Holidays: | 33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays pro rated for part time hours |
| Sickness: | 10 days (pro rated for part time hours) in any consecutive twelve month period, or longer period at the Foundation's discretion, after six months' continuous service. |
| Benefits: | Contributory pension scheme, childcare vouchers, subsidised meals, free and discounted places on short courses at West Dean College. |