

**JOB DESCRIPTION**

# FINANCE DEPARTMENT

## POST: Trainee Assistant Management Accountant

## REPORTING TO: Senior Management Accountant

**GRADE:** Scale 5, spine point 19-22

£29,074.00 - £31,189.00 (including London Weighting Allowance)

RESPONSIBLE FOR: Not applicable

LOCATION: Paddington Green Campus and other sites as applicable

PURPOSE OF JOB:

To work as part of a team that is responsible for supporting the Senior Management Accountant in preparing the monthly management accounts, budget reports and forecasts for the College Group.

SHARED ACTIVITIES AND RESPONSIBILITIES:

1. Reconcile the College’s core income to funding body contracts on a monthly and annual basis.
2. Assist in maintaining monthly reconciliations of College bank accounts.
3. Assist with the reconciling and reporting of tuition fee income derived from cash payments, instalment payments, Student Loans and employer sponsored payments.
4. Ensure the accurate recording and reconciliation of Borough derived Additional Learning Support (ALS) income, working with Faculty staff where necessary.
5. Assist the Senior Management Accountant with maintaining and reconciling the Fixed Asset Register (FAR).
6. Assist the Senior Management Accountant in preparing monthly balance sheet reconciliations for all control accounts, including but not limited to accruals, deferred capital grants, prepayments, payroll, inter-company and bank loan accounts.
7. Assist the Senior Management Accountant with financial analysis and reporting requirements where necessary.
8. To help prepare monthly budget reports and support budget holders across Teaching and Support divisions.
9. To assist the Senior Management Accountant in the College’s treasury function and preparation of cash flow forecasts.
10. Prepare and upload quarterly VAT returns for the College group.
11. Prepare a variety of financial returns for various Government bodies, for example Office for National Statistics, Corporation Tax and Companies House filings.
12. Perform all aspects of the finance function for the College’s Cockpit Theatre, including but not limited to purchase ledger, sales ledger, day-to-day banking, petty cash disbursements, and administration of staff timesheets.
13. Assist in the preparation of the College’s annual budget, in-year reforecast, and 2 year plan.
14. Assist in the preparation of year-end Financial Statements.
15. Work with internal and external auditors where necessary.
16. Work on a variety of Finance projects as and when they arise. For example working on cash flows for the College’s new build at Wembley Park and assisting in due diligence on future mergers.
17. To undertake any other duties commensurate with the grading of the post. This may include working at other campus locations.

This job description is correct as at the date shown above. In consultation with the post holder it is liable to variation to reflect or anticipate changes in the requirements of the post. The post holder may be required to work at other locations.

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| Person Specification – Trainee Assistant Management Accountant*Minimum requirements of the post, with an indication of how these are to be assessed.* |
| **1** | **Education** | **Essential** | **Desirable** |
| 1.1 | Hold a degree (or equivalent relevant qualification) and be willing to pursue a professional accounting qualification (AAT, CIMA, ACCA, or equivalent). | ✓ |  |
| **2** | **Skills/Abilities** |  |  |
| 2.1 | Good communication and interpersonal skills with a customer service focus. | ✓ |  |
| 2.2 | Ability to prioritise workloads and manage conflicting demands to ensure deadlines are met. | ✓ |  |
| 2.3 | Excellent numerical skills for analysing and handling financial transactions | ✓ |  |
| 2.4 | Proficient with MS Office packages (including Word, Excel and Outlook). | ✓ |  |
| 2.5 | Willingness to learn technical and analytical skills, and develop an understanding of accounting procedures. | ✓ |  |
| 2.6 | Ability to work flexibly, supportively and co-operatively as part of a team and to develop and maintain effective working relations with staff at all levels. | ✓ |  |
| 2.7 | Ability to use initiative and work independently to accomplish objectives as and when required | ✓ |  |
| 2.8 | Understanding of the need for appropriate financial procedures in compliance with central College requirements and to ensure they are adhered to in practice | ✓ |  |
| 2.9 | Understanding of the College’s responsibilities and procedures for safeguarding young people and vulnerable adults. | ✓ |  |
| 2.10 | A commitment to the College’s Equal Opportunities Policy together with an appreciation of the contribution which every member of staff can make in their day-to-day work to the implementation of such a policy | ✓ |  |
| 2.11 | Familiarity with information systems including the College’s accounting system Pegasus Opera 3, the College’s student record system Pro-Solution, and Infor Q&A Excel interface. |  | ✓ |
| 2.12 | Double-entry bookkeeping knowledge |  | ✓ |
| 2.13 | Advanced MS Excel skills (to pivot table, sumifs, and vlookup/hlookup level). |  | ✓ |
| 2.14 | Good technical and analytical skills. |  | ✓ |

* **An Enhanced Disclosure will be requested of the successful candidate.**
* **Disabled candidates meeting the essential criteria are guaranteed an interview.**
* **IMPORTANT NOTE TO APPLICANTS: You should ensure that your Supporting Statement (Section 7 of the application form) addresses each of the points contained in the person specification in turn.**

**MS August 2020**