**Job description**

**Finance department**

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| **Post** | **Project Accountant** |
| **Reporting to** | Head of Finance |
| **Grade** | Spot Salary |
| **Salary** | £58,000 to £62,054.00 including London Weighting Allowance |
| **Responsible for** | Not applicable |
| **Location** | Paddington Green Campus and other sites as required |

**Purpose of job**

This position is responsible for implementing effective accounting procedures and management of project costs associated with United Colleges Group’s flagship redevelopment of its Wembley Park Campus. The project, with an estimated budget of £161m, attracts approximately £32m in grant funding.

Whilst part of the College’s Finance team, the Project Accountant will act as a point of contact between Finance, the College’s Director of Development, external project managers and cost consultants, and funding bodies.

The post holder will ensure accurate and timely tracking, reconciliation and reporting of capital spend across the project, and assist in the claiming and reconciliation of grant funding as these become available.

**Key responsibilities**

1. Implementing effective accounting procedures relating to the College’s capital redevelopment project.
2. Working with Bidwells, the College’s external Project Managers and Stace, the College’s external Cost Consultants, to ensure accurate and timely reporting of spend against the project.
3. Preparing and embedding project cashflows into the College’s wider operational cashflows, identifying and highlighting cashflow needs.
4. Work with the College’s Management Accounts team to ensure day-to-day cash requirements are met.
5. Work with DfE contacts to draw bridging loan funds as and when required.
6. Reconcile certified project spend against overall project spend, reporting on differences.
7. Working with the College’s Director of Development, providing timely reports and reconciliations on project spend and grant funding.
8. Develop an understanding of the capital grant funding criteria and claims processes to ensure the College submits and receives timely and accurate project funds.
9. Work with the Director of Development to ensure timely submission of capital grant funding applications ensuring applications meet funding criteria.
10. Ensure complete and accurate documentation is maintained surrounding grant claims.
11. Work with the College’s Systems Accountant and Management Accounting team to ensure appropriate purchasing controls are followed and accurate financial records are kept.
12. Develop and implement reporting dashboards in the College’s Finance system, Sage Intacct, for internal management reporting purposes.
13. Work with the College’s VAT consultants to ensure project VAT compliance and assist in the submission of VAT returns to achieve any savings identified.
14. Assist the College’s Management Accounting team to identify capital grant commitments for inclusion in the College’s year-end financial statements.
15. Ensure timely and accurate inclusion of capital spend in the Fixed Asset Register.
16. Ensure Assets under Construction are transferred to Land and Buildings upon project completion, and make sure accurate depreciation and capital grant releases are processed by Sage Intacct.
17. Work with the College’s internal and external auditors on project matters as and when required.
18. Work with external stakeholders on audit and regulatory compliance matters where required.
19. Liaise with the DfE, GLA and Brent Borough Council to provide project updates as required.
20. Work on other projects where required, for example providing timely FE Capital Transformation Fund spend reports and returns, working with the College’s Director of Business Development in identifying and costing national teaching hubs and locations, and providing assistance surrounding the College’s relocation or otherwise of its Maida Vale Campus when the current leasehold expires in 2034.

**Other duties**

1. Assist Finance team in all aspects of work as and when required. This may include posting journals, conducting reconciliations, assisting in the production of annual Financial Statements, and preparing ad-hoc Financial reports.

**Person specification**

**Essential**

1. A qualified accountant with experience working within a finance department, or QBE accountant with a minimum of five years’ experience.
2. Good communication and interpersonal skills with a customer service focus.
3. Ability to prioritise workloads and manage conflicting demands to ensure deadlines are met.
4. Excellent numerical skills for analysing and handling financial information.
5. Proficient with MS Office packages (including Word, Excel and Outlook).
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.
7. Ability to use initiative and work independently to accomplish objectives.
8. Understanding of the need for appropriate financial procedures in compliance with central College requirements and to ensure they are adhered to in practice.
9. Understanding of the College’s responsibilities and procedures for safeguarding young people and vulnerable adults.
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.

**Desirable**

1. Familiarity with information systems including the College’s accounting system Sage Intacct.
2. Experience in understanding and digesting legal documentation, particularly from a Finance viewpoint.
3. Advanced MS Excel skills.
4. Good technical and analytical skills.