



JOB DESCRIPTION – MANAGEMENT ACCOUNTANT

37 hours per week
Full Year

Primary Purpose

To support the Head of Finance with the accurate and timely preparation of the accountabilities assigned to the role and to be responsible for the efficient and effective control of College resources.

To be responsible to the Head of Finance

Accountabilities

- To produce monthly management accounts including balance sheet reconciliations and other associated outputs to a strict timescale and to a high degree of accuracy
- To support the production of budgets, forecasts, and other strategic planning models as required by the Head of Finance
- To act as Finance Business Partner to key managers and functions
- To produce insightful regular and ad-hoc reporting to support decision making, performance monitoring and strategic planning
- Maintenance of the college's fixed asset register
- To assist the Head of Finance in the production of year end statutory accounts
- To promote and safeguard the welfare of any students with whom you come into contact
- To be aware of your College entitlement to professional development.
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work
- To understand the College's health & safety policy and to work within its guidelines
- To undertake appropriate work as directed by your Manager

Additional Duties

To be flexible in accordance with College demand and Manager's direction.
