

Job Role guide

1 Job title: **Management Accountant**

2 Department/Section: Finance Team

3 Main purpose of job:

1. Production of monthly management Accounts.
2. Production of quarterly VAT return & ensure timely payment to HMRC
3. Budgets & Forecasts
4. Systems
5. Payroll
6. Debtor & Cash-flow management
7. Manage Accounts Assistant
8. Provide ad hoc financial & trend analysis as & when required
9. Assist in the development of Finance processes & controls
10. Assist Financial controller as required & occasionally provide cover on key duties

4 Key Result areas/key tasks/main duties to include (but not limited to)

- i) Production of monthly management accounts
 - (1) Liaising with Accounts Assistant to ensure timely completion of all monthly book keeping entries
 - (2) First review of accounts against budgets & trends to ascertain accruals, prepayment & adjustment entries required. Investigate & correct/explain all anomalies
 - (3) Ensuring all balance sheet reconciliations are undertaken & differences identified & resolved
 - (4) Produce monthly management reports against budget & prior year for review by Financial Controller
 - (5) Identify & make revenue recognition adjustments required in the accounts
 - (6) Run the monthly depreciation entries & reconcile Fixed Asset register
- ii) Production of quarterly VAT return & ensure timely payment to HMRC
- iii) Budgets & Forecasts
 - (1) Assist in the production of annual budgets for the whole company & specific departments
 - (2) Assist in the production of monthly rolling forecasts, highlighting deviances from original budget & previous forecasts
 - (3) Monitor & track all Sales Prospects through to Confirmed Orders then to Invoicing. Highlight all movements & deviances from budgets & previous forecasts.

- iv) Systems
 - (1) Assist Financial Controller to introduce & develop new Accounting software to assist in enhanced management reporting across global markets & multiple projects
 - (2) Provide financial input & fulfil on-going reporting requirements for new company timesheet system
- v) Payroll
 - (1) Processing & calculating monthly payroll for all permanent staff & contractors for review by Financial Controller
 - (2) Processing statutory forms & returns eg P45s, P60s, P11ds etc
 - (3) Updating SAGE accounts with monthly payroll
 - (4) Ensuring timely monthly payment to HMRC for PAYE/NI
 - (5) Maintaining accurate & up to date commission records for staff & 3rd party consultants/partners
 - (6) Calculating & informing Financial Controller of all commission payments due
- vi) Debtor & Cash-flow management
 - (1) Close monitoring of debtor balances, taking appropriate action as and when required
 - (2) Monitoring of bank balances
 - (3) Assist with company cash-flow reporting & forecasting
 - (4) Monitor creditor ledger & provide Financial Controller with proposed payment listings on a regular basis
 - (5) Oversee monthly bank reconciliation
- vii) Manage Accounts Assistants
- viii) Provide ad hoc financial & trend analysis as & when required
- ix) Assist in the development of Finance processes & controls
- x) Assist Financial controller as required & occasionally provide cover on key duties

6 Responsible to (reporting relationship) Financial Controller

7 Personal specification:

- 1) Thorough & meticulous
- 2) Can work with minimum supervision
- 3) Pro-active and flexible
- 4) Team player with hands on approach
- 5) Strong book-keeping & reconciliation skills
- 6) Able to make decisions and refer matters to the Financial Controller
- 7) Strong communication skills
- 8) Exposure to systems implementation is desirable
- 9) Previous experience to working within a small company is essential
- 10) Full Accountancy Qualification, or part qualified with strong experience
- 11) Able to use Microsoft Word, Excel, Outlook and PowerPoint

- 12) Good numeracy skills
- 13) An interest in the education sector desirable
- 14) SAGE 200 strongly desirable