
Assistant Management Accountant

External Vacancy

Post Ref 5887. £24,191.52 - £25,642.89 per annum.

37 hours, permanent.

Attractive benefits for this post include 35 days holiday per year plus bank holidays and access to the Local Government pension scheme.

We are looking to appoint an experienced enthusiastic Assistant Management Accountant. As part of a team of five you will enhance the provision of an excellent management accounting service to the College. You will have a minimum of two years management accounting experience, preferably in a large organisation and experience in other areas of finance would be desirable.

You will be able to demonstrate an ability to analyse and evaluate information, have excellent interpersonal and IT skills, and an ability to organise, plan and prioritise.

You should possess AAT membership or an equivalent qualification and it is desirable that you are working towards a professional accountancy qualification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who's suitably qualified.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by Friday 02 December 2016, 12noon.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	Assistant Management Accountant
Post Reference No:	5887
Department:	Finance
Grade:	023 - 025
Contract:	Permanent
Hours:	37
Location:	Any College Campus
Responsible to:	Finance Manager

OVERALL PURPOSE:

To ensure as part of a team, that the management accounting requirements of the College both internally and externally are met.

PRINCIPLE DUTIES:

- 1 Provision of information and assistance to budget holders to enable them to manage their delegated budgets.
- 2 Preparation and oversight of monthly budgetary control statements.
- 3 Assistance with budget cycle.
- 4 Provision and development of management information reporting.
- 5 Provision of monthly control account reconciliations, quarterly and annual returns, year-end accounting requirements and other financial analyses.

MAIN DUTIES:

- 1.1 Link person for delegated budget holders in the provision of a quality management accounting service in respect of information, assistance and advice.
- 1.2 Liaison with budget holders in respect of their financial statements or other queries.
- 1.3 Analysis of data and preparation of reports using various reporting tools, finance system, Business Objects or Excel in order to provide management information to budget holders or finance managers.
- 1.4 Monitoring of contracts with external agencies and reporting on same to budget holders and finance managers.
- 1.5 Assisting and advising budget holders with compliance to the financial Regulations and other internal policies.

- 2.1 Preparation and oversight of data in respect of month end accruals, prepayments, recharges etc, ensuring accurate and timely completion.
- 2.2 Analysis, including interrogation of unexplained variances, and distribution of budgetary control statements.

- 3.1 Assist in preparation of detailed income, pay and non-pay budgets and subsequent reviews.
- 3.2 Input of detailed budgetary analysis in the ledger ensuring reconciliation to College budget.

- 4.1 Provision and development of enhanced reporting to budget holders using a variety of IT reporting tools (Excel, Business Objects, Collaborative Planning and ABS finance system).

- 5.1 Systems administrator of financial systems, eg. Maintaining chart of accounts, ledger closure, access rights, reporting structures within finance system, PT-x (BACS transmission system).
- 5.2 Monthly reconciliation of control accounts, including subsidiaries and the quarterly VAT return.
- 5.3 Assist with preparation of year-end accounts and returns, including subsidiaries.
- 5.4 Financial analysis and reporting of expenditure savings in line with national requirements.
- 5.5 Performance and analysis of ad-hoc investigations as required, eg. value for money and post project evaluation reviews.
- 5.6 Any other duties as may be deemed commensurate with the grade of the post.
- 5.7 Work on either a temporary or an indefinite basis at any of the college sites.
- 5.8 To undertake invigilation duties as and when required.
- 5.9 To have due regard and take responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- 5.10 To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- 5.11 To uphold British Values, the college values and responsibilities with regard to equality and diversity.

Person Specification

Post Title: Assistant Management Accountant (Post Ref: 5887)[illegible]