

JOB DESCRIPTION

Post:	Management Accountant
Responsible to:	Business Manager
Salary:	£26,766 to £31,679 per annum Scale 6/7 Full Time, 37 hours (8.30am-5:00pm Mon - Thurs, 8.30am-4.30pm Fri)
Conditions of Service:	Callywith College Conditions of Service
Main Purpose of Job:	To support the Business Manager in the preparation and analysis of the monthly accounting position of the College including the completion of Income and Expenditure and monthly Balance Sheet and Cashflow reports as well as 3-year budget forecasts.
Specific Duties:	<p>Ensure that monthly financial information is processed in accordance with procedures and in order to provide management information for Senior Management Team, Trustees and statutory returns.</p> <p>Liaise with the Senior Finance Assistant and Finance Assistant to ensure that month end reconciliation including payroll, bank statement reconciliation, petty cash, income, credit card (both receipt and expenditure), etc has been completed and all debtor and creditor invoices have been entered.</p> <p>Maintain office records and files to audit standards</p> <p>Dealing with queries from staff, students and external bodies.</p> <p>To assist the other members of the Finance Team as and when required.</p> <p>To perform various duties associated with the College's administrative functions. These may include filing, photocopying, student admissions and enrolment, receipting payments and associated cash handling.</p> <p>To operate the College's computerised accounting system and MIS in order to undertake the appropriate administrative function.</p> <p>To undertake such cross-college responsibilities as may from time to time be ascribed to the post.</p> <p>To respond flexibly to the varied requirements which will inevitably emerge in the process of developing the scope of the College.</p>

General Requirements: As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

To be responsible for promoting equality and diversity in line with College procedures.

Callywith College is a new institution and has experienced a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting.

The post-holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall and First Aid Duties.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

MANAGEMENT ACCOUNTANT

Ideally, the person appointed will have the following skills and experience:

- Must have at least AAT NVQ Level 4 or equivalent
- Sound accounting skills and experience of day-to-day management of budgets in an academy / free school
- Excellent IT skills, in Excel and Word and if possible previous knowledge of Civica Financials Web or similar online accounting system
- Experience of running a payroll system
- good inter-personal skills in dealing with students, staff and members of the public.
- good administrative ability with a respect for confidentiality.
- a willingness and flexibility to learn and then operate new procedures effectively.
- Possess discretion, reliability and a diplomatic manner.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.