

Management Accountant

Job Description

The Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service enhanced check.

**Role:** Management Accountant

**Reporting to:** Head ofFinance

**Overview:** To produce monthly Management Accounts and timely and accurate reporting to the Head of Finance including.

To prepare termly Management Accounts for the Coach Company, Shop and Foundation.

To manage the finance team and be responsible for the day to day running of the Finance Office.

**Hours:** 37.5 hours per week; 08.30 – 17.00 (with one hour for lunch break) although flexibility in working arrangements will be required.

**Role will include but not be limited to the following duties:**

**Responsibilities**

**Team Management**

* Manage, develop, mentor and support 4 members of the finance team

**Management Accounts**

* Produce monthly management accounts and reports, explaining variances and providing analysis where required
* Prepare termly accounts for the Coach Company, Shop and Foundation and responsible for forecasts, cash flows and budgeting

**Reconciliation**

* Maintain and reconcile General, Purchase, Sales ledger and Cashbook
* Analyse and reconcile various P&L and Balance Sheet accounts including trip accounts, maintain the Fixed Asset Register

**Transactional**

* Oversee the transactional process of invoices, staff expense claims, weekly payments, including the verification of Supplier bank details
* Input all financial data for the Coach Company

**Review and Approvals**

* Review and authorise all staff expenses before payments are made
* Review and authorise credit card statements and petty cash postings
* Review and approve bank reconciliations and manage banking of school funds
* Review nominal accounts on a monthly basis to ensure correct posting
* Manage the school’s PayPal account for registration fee recording and reconciling
* Co-ordinate the lease agreements for copiers and IT equipment, reviewing contracts and ensuring amounts are as expected
* Management and reconciliation of the Fees in Advance scheme

**Liaison and Other**

* Prepare VAT returns for the School Shop
* Assist the Head of Finance in the preparation of statutory accounts
* Support Budget Holders to manage their finances effectively
* Assist with the implementation of a new accounting system
* Provision of job cover within the department as necessary
* Liaising with:
	+ Department Heads and other members of staff
	+ Parents
	+ Suppliers
	+ Bank
	+ Auditors

**Qualifications and Experience**

* You will be a graduate and a qualified accountant (ACA/ACCA/CIMA)
* You will have at least 3 years’ team leading experience where the preparation of Management and Year-End Accounts was central to your role as well as the day to day running of the Finance office
* A wide range of reconciliation and analytical experience
* Advanced Excel skills along with competency with other MS Office packages
* Knowledge of charity accounting would be advantageous

**Personal**

* Excellent interpersonal and communication skills, written and orally, with the ability to distil complex accounting information to those with no financial background
* Confidence and assertiveness to interact and deal with people at all levels, combined with the tact and courtesy needed when dealing with difficult or sensitive situations
* Exceptional attention to detail and accuracy with numeric data
* Highly organised, methodical in approach with the clear ability to prioritise and manage multi-faceted work flow across a busy department
* Ability to work in a team to meet deadlines, work under pressure, excellent initiative and use of resources
* Appreciation of and sympathy for the objectives of an independent school
* Discretion, loyalty and the drive to see a task through to completion
* Flexible, adaptable and proactive attitude
* Friendly and highly professional approach to pupils, parents, staff and members of the public

**Terms and conditions**

Currently the School offers a wide range of benefits to support staff, including:

* A commitment to professional development, with a substantial budget for whole School training and individual courses.
* Competitive salary, reviewable annually, with the first review in 2019.
* 32 days annual leave, plus all statutory holidays. Dates of holidays are to be agreed in advance but should normally be taken outside of term time.
* Group Personal Pension Plan (employer’s contribution 12% subject to a minimum employee contribution of 5%)
* Group Life Assurance (currently 4 x salary for death in service benefit)
* Fee Remission at the Boys’ and Girls’ Schools for eligible children who are offered a place.
* Childcare Vouchers.
* Free lunches.
* Free on-site parking or free coach travel on the service provided by the School (term-time).
* Free use of the fitness suite and swimming pool

**CVs should be sent to** **staffvacancies@habsgirls.org.uk** **to be received by 18 January 2019.**

First round interviews will be held with the Head of Finance and the HR Director and will include an Excel test. The dates are 23, 25 and 28 January 2019.

Second and final interviews will be held on 4 February 2019 with the Director of Operations and Finance and Head of Finance.