

WILTSHIRE COLLEGE & UNIVERSITY CENTRE

JOB DESCRIPTION

Job Title	Assistant Management Accountant
Grade	Professional Services Grade 7
Reports to	Senior Management Accountant

Job Purpose

The post holder will ensure the accurate and timely processing of financial information. Building effective partnerships with Budget Holders, to advise and guide their financial decision-making is a key requirement of the role.

Main Duties and Responsibilities

1. Support the department in the preparation of the monthly management accounts, forecasts and annual budgets.
2. Support the annual audit process.
3. Interpret and communicate financial information to Budget Holders and non-financial managers.
4. Work in partnership with Managers and assist them in their decision-making to grow their areas' income and effectively control their expenditure.
5. Monitor and evaluate financial systems and procedures, recommending improvements to improve efficiency where appropriate.

Specific Duties

The post holder will ensure the accurate and timely management and preparation of the College's financial reporting, with specific focus on:

1. Prepare month end adjustment journals including prepayments and accruals.
2. Preparing and reviewing the monthly management accounts, including commentaries on the I&E and balance sheet.
3. Analysing actual variances from budget and making recommendations for action.
4. Produce accurate timely forecasting.
5. Liaise with Budget Holders to produce annual budgets in line with curriculum plan.
6. Working in partnership with a range of Budget Holders to advise and guide them in their financial decision making.
7. Preparing control account reconciliations and promptly resolve all associated queries.

General

1. To undertake any further training as identified in the college review procedures.
2. To participate fully in college Quality Procedures.
3. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
4. To comply with and promote college Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
5. To understand, comply with and promote the college's Safeguarding policy and procedures.
6. To understand, comply with and promote the college's Diversity policies and procedures.
7. To engage in continuous professional development.
8. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually through the college PDR scheme

PERSON SPECIFICATION

(E = Essential D = Desirable)

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview
Qualifications			
AAT Level 4 qualification	E	X	X
To hold a Literacy and Numeracy qualification at Level 2 or equivalent (GCSE Grade C or above)	E	X	X
Commitment to and evidence of CPD	E	X	X
Knowledge / Previous Experience / Skills / Ability			
Ability to identify systems improvements, efficiencies and improving value for money	D		X
Ability to present complex financial data clearly and concisely to non-financial managers	E		X
Excel advanced, Word intermediate and Outlook Intermediate	E	X	X
Personal Attributes			
Excellent communication skills, both orally and in writing	E	X	X
Ability to communicate effectively to non-Finance staff	E	X	X
Strong team player	E	X	
Ability to work alone and be self-motivated	E	X	
Further Requirements			
Willingness to undertake First Aid Training if required	E		
Clear understanding of Equal Opportunities and Diversity	E		X
Willing to travel between college campuses for business needs	E		

Hold a full Driving License.	D		
An understanding of safeguarding and a commitment to creating a safe learning environment	E		X

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children.

Notes:

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder. The job description, duties and key performance outcomes must be reviewed annually with the line manager and amendments approved by a member of the Senior Leadership Team.