



# PLUMPTON

COLLEGE

Management Accountant	
Reporting to:	Finance Manager
Working Hours:	Full time (37.5 hours per week) Fixed term for up to 12 months
Salary:	PC S5 Senior Officer (scale point 21 to 25)
Annual Leave:	26 electable days, 8 bank holidays and up to 5 efficiency closure days at Christmas

## Job Purpose

To provide a finance business partner service to enable the ongoing financial success of the College, providing analysis for effective planning and to inform and influence decision making.

## Duties and responsibilities of the job

### 1. Main Duties

a. Production of Management Accounts, reports and cashflow, to review and understand for communication in the commentary, including highlighting risks and opportunities.
b. Advise, support and challenge the College Management Team to ensure accurate and timely budgets and forecasts.
c. Creating, maintaining and reviewing templates for budget holders to populate with their proposed budgets and quarterly forecasts. Consolidating the templates into a whole college budget/forecast and prepare reports for review by SMT.
d. Support the Finance Manager in the preparation of organisational budgets and forecasts.
e. Provide accurate, timely and relevant information to management for the purposes of decision making.
f. Build effective relationships with budget holders and other key stakeholders.
g. Develop and deliver training to improve financial skills across the College including presentations, online tools, written guides and face-to-face training.
h. Support the Finance Manager in monitoring, reconciling and reporting of grants including submitting grant claims and tracking deferred capital grants.
i. Month end processes including preparing and posting journals.

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| j. Maintaining a daily cashflow spreadsheet, using it to monitor the College's cashflow position and highlighting any risks or opportunities. |
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## 2. Quality Improvement

a. Work as a member of the Finance team and attend team meetings to share information and good practice and to plan and implement improvements.
b. Be accountable for contributing to departmental key performance indicators (KPI's) and their improvement.
c. Take appropriate action to support/coach budget holders who have been identified as needing support or requiring improvement.
d. Contribute to the Finance section of the College Operational Development plan.
e. Contribute to the Quality Improvement Plan (QIP), Self Assessment Review (SAR) and Service Level Agreement (SLA) of the Finance Department.
f. Identify improvements to processes and policy.

## 3. Continuous Professional Development

a. Train towards a recognised accounting qualification and undertake the CPD required by the relevant professional body.
b. Complete all mandatory training as required in line with college expectations and those identified by the Head of Finance and Finance Director.
c. Actively participate in the college performance management processes, including appraisals to support personal and professional development.

## 4. Other responsibilities and duties

a. Support the Finance team with general duties.
b. Contribute to, and support delivery of the College's strategic plan.
c. Contribute to achieving the outcomes of the Finance strategic aim in the College Operational Development Plan.
d. Work with other associated departments as required.
e. Ensure all safeguarding policies and procedures are followed.
f. Participate in Open Days and information events to give Finance and Bursary information.

g. Comply with the code of ethics for the relevant professional body, and the five fundamental principles of ethics for professional accountants (integrity, objectivity, professional competence, confidentiality, professional behaviour).
h. To undertake such other duties, commensurate with the grade of the post, as may reasonably be required by the Finance Manager, Finance Director or any other member of the Senior Management Team.

### Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Hold or train towards a recognised accounting qualification.
b. Level 2 or Higher Qualification in Maths and English.
c. Ability to work effectively as a team member whilst being responsible as the only management accountant in the College.
d. Ability to use Microsoft Office Packages (Word, Excel, Outlook) to electronically store, extract and analyse data. Intermediate/advanced use of Excel is required.
e. Previous experience of working in a busy finance department.

### CONDITIONS OF EMPLOYMENT

#### Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Thursday and 08.30 to 4.30 on a Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole College events where there will be a requirement to attend.

#### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave will be booked on-line via the HR/Payroll system.

#### Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

#### Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is access to a free on-site gym, Employee Assistance Programme, Cycle to Work scheme and staff discounts.

### **Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal