

JOB DESCRIPTION

Job title	Management Accountant
Department:	Finance
Section:	Finance
Responsible to:	Head of Management Accounting
Grade:	11
Location:	Western Avenue
Main purpose of Job:	

To support the Head of Management Accounting in ensuring that robust and appropriate financial information and analysis is provided to budget holders and teams throughout the organisation, taking specific responsibility for a portion of cost centres. To support budget holders by providing business focussed financial support.

Principal Duties and Responsibilities:

- **Accounting Transactions:** to compute and process accounting transactions as appropriate, including:
 - Review of monthly commitments and preparation of monthly accruals and prepayments.
- **Monthly management accounts:** to ensure that appropriate financial information and analysis is provided to specified budget holders.
 - Maintenance and compliance with month end checklist
 - Analysis of the month end financial position, including the investigation of variances, making any appropriate accounting adjustments as necessary
 - Preparation of Monitoring Reports to Budget Holders
 - Preparation of Directorate Reports.
- **Chart of Accounts:** to assist with the management of the financial coding structure.
- **Budgeting:** to prepare detailed annual budgets and 5 year Financial plan numbers, to include:
 - Preparation and analysis of detailed budgets by cost centre
 - Challenge of budget holder budgets to identify potential cost savings / efficiencies
 - Phasing of budgets
 - Preparation of budgets for upload to the accounting system.
- **Forecasting:** provide support, as required, to the Head of Financial Reporting in preparing regular forecasts, including liaising with budget holders and providing insight as to expected outcomes at a cost centre level. To provide regular staff costs forecasts by cost centre.
- **Balance Sheet Reconciliations:** to perform monthly balance sheet, control accounts and suspense accounts reconciliations as appropriate.

- **Staff Structures / Establishment:** to support the Head of Management Accounting in managing the establishment costs for budgeting, forecasting and monthly reporting purposes. Continuously improve the process to ensure that the data is kept up to date.
- **Financial Support Service / Business Partnering:** to provide a highly supportive and effective business focussed support service to budget holders, including:
 - Working in close partnership with budget holders
 - Conduct monthly review meetings with budget holders, as appropriate
 - Act as a key point of contact to support budget holders with budgets, forecasts and business cases
 - Preparation of financial information for business cases
 - Challenge budget holder decisions from a financial and commercial perspective as appropriate
 - Investigation of significant budgetary variances, including the identification of remedial action
 - Proactively work with budget holders to resolve any concerns or difficulties with financial performance
 - Respond to ad-hoc queries from budget holders
 - Support budget holders in complying with Financial regulations, policies and procedures.
- **Funding:** to support the Head of Management Accounting on WJEC funding arrangements, including:
 - Funding proposals
 - Costings
 - Claims
 - Compliance with grant / funding requirements
 - Co-ordination of additional input / information from the wider business.
- **Continuous Improvement:** provide suggestions and implement improvements and efficiencies into financial processes, including:
 - Challenge current ways of working and identifying efficiencies as appropriate
 - Continuous improvement of processes
 - Contribute to the development of financial policies and procedures as appropriate
 - Input into the development and implementation of new systems / system improvements.
- **Statutory Accounts:** to support the Head of Financial Reporting as required in the year end process, including:
 - processing year end adjustments
 - providing information and analysis as appropriate
 - compliance with the year end checklist and timetable.
- **External Auditors:** to support the Head of Financial Reporting in ensuring that the External Auditors have all necessary information and analysis.
- **Internal audit:** to support the co-ordination and resolution of financial internal audit matters as appropriate.
- **Trustee Information:** support the Director of Finance, Head of Financial Reporting and Head of Management Accounting in the preparation of financial information and papers for Trustee and Sub-Committee meetings as required.

- **Support:** support the Director of Finance, Head of Financial Reporting and Head of Management Accounting in the wider aspects of the department's brief.
- **Other duties commensurate with the grade**, as may be requested, especially contributing to a team approach to workload demands elsewhere within the Finance team.

Person Specification	
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Job title:	Management Accountant
Department:	Finance

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have.
Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities	
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Highly desirable

- Good interpersonal skills to establish effective working relationships with senior financial and non-financial managers and staff.
- Able to communicate effectively at all levels within the organisation.
- Excellent IT skills – competent to advanced level in Microsoft Excel.
- The ability to present detailed and complex financial information in a clear concise and readily understandable way.
- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture.
- Proven decision-maker with the willingness and ability to take the initiative in identifying problems and in suggesting and implementing solutions.

Desirable

- Ability to communicate through the medium of Welsh

Knowledge	
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Highly desirable

- Accounting knowledge

Experience	
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Highly desirable

- Substantial experience in management accounting
- Experience of business partnering

Desirable

- Experience of delivering training

Training / Qualifications	
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Highly desirable

- Qualified accountant with substantial experience in management accounting

Other Requirements

The following competencies (behaviours and characteristics) have been identified as key to success in the job:

- **FOCUSING ON INTERNAL AND EXTERNAL CUSTOMERS AND BUSINESS NEEDS** - Meets the needs of customers and understands the business
- **COMMUNICATING EFFECTIVELY** - Demonstrates high quality interpersonal and communication skills
- **DELIVERING OUTCOMES** - Strives for and encourages continuous improvement and consistently delivers high quality services and products
- **MANAGING SELF AND PERSONAL SKILLS** - Takes personal responsibility for own development and always act professionally
- **LEADING, DEVELOPING AND MANAGING PEOPLE** - Delivers high performance by leading and motivating, demonstrating people matter to WJEC through encouraging people to achieve their potential
- **PROVIDING DIRECTION** - Provides clear leadership consistent with WJEC's vision, mission and core values
- **ANALYTICAL THINKING** - Able to simplify basic problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships
- **PLANNING AND ORGANISATION** - Able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources
- **INFLUENCING AND PERSUADING** – Able to present sound and well reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change
- **MANAGING RELATIONSHIPS AND TEAM WORKING** – Able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd: Job Title:	Management Accountant		
Cyflog: Salary:	£41,601 - £44,625	Gradd: Grade:	11
Gwyliau Blynnyddol:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.		
Annual Leave:	25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays		
Pensiwn:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol		
Pension:	The provision of the Local Government Superannuation Act apply		
Math o Gytundeb:		Contract Type:	
<input type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input checked="" type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos No of hrs per week Diwedd y Tymor End of Term Diwedd y Tymor End of Term Nifer yr oriau yr wythnos No of hrs per week	
		Maternity cover / / Full time (part-time will be considered)	
Dull Ymgeisio:		Method of Application:	
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk neu eu postio i'r Uned Adnoddau Dynol, CBAC, 245 Rhodfa'r Gorllewin, Caerdydd, CF5 2YX erbyn 27 Gorffennaf 2020.</p> <p>Completed forms should be sent by email to hr@wjec.co.uk or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by 27 July 2020.</p>			