

Senior Management Accountant Job Description

Tenure:	Permanent, full-time 37.50 hrs per week
Salary:	£50k-£55k, depending on skills and experience
Department:	Finance
Reports to:	Finance Director

Background

St Catharine's College, founded in 1473, is one of the older Colleges in the University of Cambridge. There are approximately 500 undergraduates, 220 postgraduates and over 60 fellows. Most undergraduates, fellows and staff are housed or work on the main College site, in Trumpington Street in the City centre, where the Finance Department is based. The Finance department comprises seven people, headed up by the Finance Director.

More details of the life of the College can be found at www.caths.cam.ac.uk.

Purpose of the Job and Main Responsibilities:

The post holder will be responsible for delivering all aspects of the College's management accounting, including cost management, cash flow management, variance analysis and budgeting and forecasting. They will provide accurate financial information to support the Finance Director's strategic financial responsibilities.

They will lead the finance transactional processing, including management of income, student billings, cashbook and accounts payable functions, with ultimate responsibility for an accurate and complete trial balance. To ensure finance team members deliver a high-quality service to agreed timetables and performance levels.

To provide a robust suite of standard management reports and dashboards enabling monitoring and measuring key cost drivers to support management insight.

To be responsible for reviewing the financial ledgers and ensuring any accounting entries required are made to ensure the accuracy and recoverability of the trial balance.

To act as a leading figure in change and continuous improvement, including standardised processes, automated processes and producing productivity improvements.

The role requires someone with significant post qualification experience in management accounting and with accomplished people management skills.

The Senior Management Accountant will act as the deputy for the Finance Director, when required, and will have a desire to understand, support and challenge the complexities and intricacies of a Cambridge college.

1. **Management and development of finance team members**

- The line management of three part-qualified staff, supervising and supporting their performance and development.
- Reviewing the team's transactional and management reporting work.
- Demonstrating expertise in transactional processes and using this to upskill the finance team.
- Ensuring the team is efficient, effective, and motivated to deliver an excellent service to the College community.
- Driving cultural and business change through a continuous improvement approach coupled with expert communication.
- Reviewing of procedures and documentation of systems and internal controls, including with reference to business continuity.

2. **Management accounting**

- Work closely with departments, HODs and Senior College Officers, creating a real and active partnership. Develop a deep understanding of operations and deliver information in a clear and user-friendly manner.
- Provide real time financial support and analysis, be a trusted adviser and add value that will assist with decision making.
- Provide budget holders with financial information which meets their needs.
- Deliver monthly income and expenditure reports with summary narrative, highlighting any areas of concern.
- Review of the team's month-end work, including balance sheet reconciliations, cost centre reports, funds, donations accounting and major project reporting.
- Review of cash management, cash flow reporting and credit control, and recommend appropriate actions as required.
- Adjust monthly reporting cycle as required to meet deadlines.

3. **Budgeting and Forecasting**

- Lead the annual budget process ensuring income, cost management and operating cash flow management support the overall strategic framework.
- Lead the reforecasting projections as required.
- Lead monthly review of variances and recommend appropriate action as required.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the postholder and their line manager. The postholder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

