**Job Description** **for Project/Management Accountant – Temporary role**

**Responsible to:** Director of Finance (DoF) and Senior Management Accountant

**Responsible for:** No direct reports

**Team:**  Finance and Project team

**Purpose:** This temporary Project/Management Accountant will aid in the implementation of a new finance system. The organisation is moving away from using SAGE to a new Finance system within the next 12 months. This role will be part of the project team as well as providing additional resource to the finance team.

 You will support the Senior Management Accountant with the day to day financial management and reporting requirements of the organisation and for ensuring that the accounting processes, controls and records are managed in accordance with professional standards while being responsive to the needs of the GMAC group.

The post holder will be involved in the planning, procurement and implementation of the new system.

**Summary of Duties:**

* Work with stakeholders to analyse, plan out and understand all current work flows
* Map all these processes to aid procurement
* Key member of the Finance system Project Team
* Aiding with the preparation of Management Accounts pack including cash-flow
* Aiding with the preparation and management of the Balance Sheet
* Management and reporting of grants and funding
* Business partnering with heads of departments
* Posting accrual, journals, prepayments

**Skills required:**

* You shall have a track record of adding value in a management accounting or similar role
* Previous experience of implementing a new finance system is desirable but not essential
* With a recognised qualification (CIMA/ACCA) and at least 3 years post qualification experience or partly qualified but with significant experience.
* Experience of working as part of a project and the ability to map processes
* You will be hands-on and technically strong, with experience of maintaining tight financial controls whilst developing and improving process and financial data.
* Knowledge of SAGE 50 desirable but not essential
* Experience of charity accounting and the management of grants is preferable
* This is an exciting and varied role where strong IT skills, including data manipulation and interrogation, will be required.
* Proven communication skills and the ability to foster good working relationships, whilst being part of a team.

**Main Duties:**

**Project - New Finance System**

As part of the finance team you will help the DoF and the Senior Management Accountant with the procurement and implementation of a new finance system. Duties will include:

1. Mapping all current financial processes through the organisation
2. Understanding how the new system can replicate and help with processes
3. Lead the finance team in data cleansing before moving over to the new system
4. Be part of the procurement team
5. Be part of the implementation and into service

**Financial systems, processes and controls**

1. To ensure that the finance systems and processes operate effectively and efficiently, comply with all legal requirements, and meet the accounting and management needs of GMAC
2. To ensure that adequate financial controls and processes are complied with, in order to minimise financial risk to GMAC.
3. Control of the chart of accounts and coding methodology.
4. Act as an authorised signatory.
5. To be responsible for the day-to-day financial management of GMAC

**Management Accounting**

1. The preparation of monthly management accounts including an Income & Expenditure statement, Balance Sheet, Cashflow statement and detailed supporting schedules in an accurate and timely fashion;
2. To manage and prepare the balance sheet monthly with particular emphasis on reserves: general, designation and restricted.
3. To investigate variances against budget and prior year as appropriate.
4. To produce performance reports to support decision making by the DoF, senior management and other budget-holders.
5. To be responsible for correct accounting treatment of all GMAC performances and exhibitions
6. To be responsible for the correct accounting treatment of all grant funding (restricted/unrestricted) in accordance with the SORP.
7. To provide support to budget-holders in the effective management of their budgets and adherence to finance policies and procedures.
8. To provide ad-hoc financial reports and analysis on request.

**Budget Setting and Financial Modelling**

1. Support the production of reforecasts of the annual budget (working with senior managers) and work with the DoF in identifying corrective actions.
2. Support the preparation of grant applications, monitoring and provide the financial aspects of reports to a range of funders.
3. To business partner with budget holders to reflect/understand changes of our artistic programme.

**Other**

1. To undertake other tasks and duties that might reasonably be considered to form part of the role of Management Accountant
2. To keep yourself up to date with the latest professional development
3. Keep abreast of internal communications and attend relevant meetings.

**What we offer:**

* Salary: £38,000 p.a.
* Contract: Full time, temporary 12 month contract
* Hours - 40 hours per week: 35 plus 5 hours paid lunch breaks
* 25 days initially rising to 30 days after 5 years’ service plus bank holidays
* Hybrid working 60/40 (Office/home)
* Pension scheme
* Employee Assistance Programme
* Cycle to Work scheme
* Employee Benefits Choice access
* Access to free/discounted cinema and theatre tickets
* Discount at our restaurant and café
* Discount at our shop
* Female friendly polices such as IVF/menopause leave

We would welcome applications for full-time/part time or job share.

