St Edmund's College
University of Cambridge

Job Title	Management Accountant & Finance Team Lead
Department	Bursary
Location	St Edmund's College (owned or occupied buildings)
Reporting to	College Accountant
Length of Appointment	Permanent
Nature of Post	Full time, 36.5 hours per week
Salary Range	£53,000

Main Purpose

The Management Accountant & Finance Team Lead would provide "business partnering" support & information to senior management and budget holders, and management support to the small, but super friendly, Finance Team. The role would be responsible for team management, financial operational oversight, and the preparation of financial reports and analyses to provide insight on College financial performance, risks and opportunities.

Key duties & responsibilities

- Ensure that the accounting processes throughout the College are effective to ensure the accuracy of the data recorded in the financial records, as defined by the College's financial policies and procedures.
- Lead the financial accounting month and year-end end processes, within agreed deadlines, testing the completeness of the information within the accounting system.
- Produce, timely, accurate, and relevant financial and management reports to meet the needs of the College; in particular, Budget Holders, Senior Management and the committee reporting requirements.
- Manage the Student Finance function, ensuring that student billing and credit control is accurate and timely.
- Manage the Purchase Ledger function, ensuring that the purchasing workflows meet our financial regulations, while maintaining effective cashflow management.
- Lead, motivate and develop the Finance Team, fostering a positive and high-performing culture through effective leadership, regular coaching, employee development, training and the promotion of continuous improvement.
- Oversee the effective operation of the Finance Team, including workload planning, performance management, recruitment, induction, absence management and the delivery of team objectives, ensuring HR policies are consistently applied.
- Hold regular review meetings with budget holders to promote and increase financial awareness and budgetary control. Work collaboratively with budget holders to improve their forecasting, budgeting and modelling ability.
- Operational lead for the annual budgeting and forecasting routines.
- Assist the College Accountant in the production of the statutory accounts, and with University, Charity Commission and HMRC returns, as necessary.
- Assist the College Accountant throughout the audit, as necessary.

- Provide analysis and insight into the College financial performance, and identify areas of improvement in both financial performance, policies and processes.
- Assist and provide cover for colleagues within the Finance department as required, always looking for system improvements to ensure best practice in all financial procedures.
- Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter free.
- Suggest and implement new ways of working and ideas, be an advocate for Continuous Improvement.
- Adhere to Health and Safety policies and procedures, working in safe manner in line with the requirements of the Health & Safety at Work Act and other statutory legislation
- Complete ad hoc tasks as required

Person Specification

Experience

- Experience in a similar role - Essential
- Experience of producing management information in a complex organisation - Essential
- Experience using a wide range of IT skills, including but not limited to the Microsoft suite, for financial modelling, report-writing and meeting scheduling - Essential
- Demonstrable experience of leading and developing finance teams, including line management responsibility and oversight of operational finance activities. (Essential)
- Experience within a charity or educational setting - Desirable
- Experience of Sage Intacct and/or other similar accounting systems (training will be provided) - Desirable

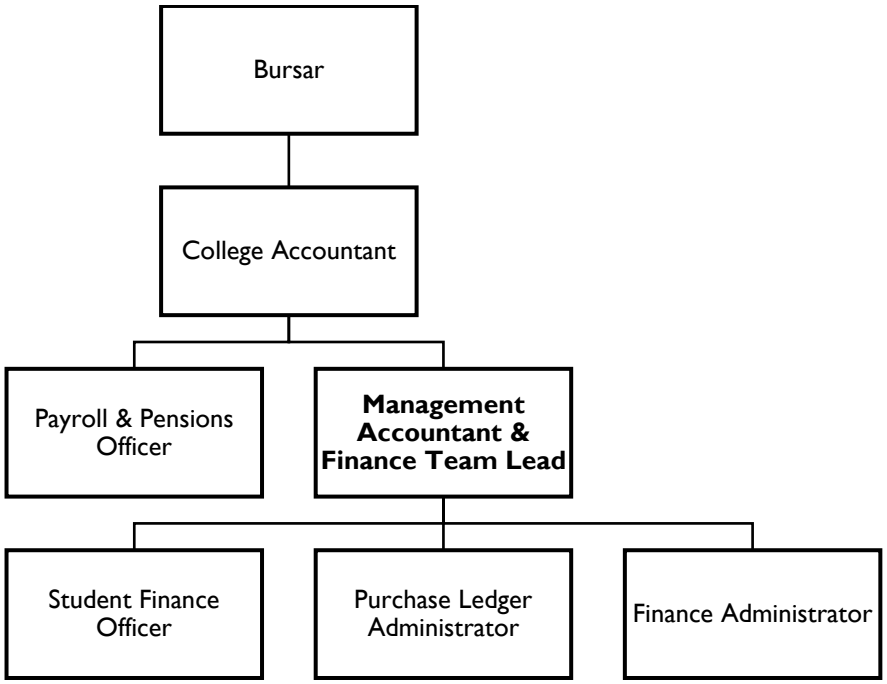
Skills

- Excellent managerial skills, to lead and motivate a small team, and influence peers
- Excellent IT skills, including but not limited to:
    - The Microsoft suite - Extensive knowledge of Excel is essential
    - Microsoft Teams
- Ability to quickly and efficiently pick up new IT systems and processes
- Works methodically and to a high degree of accuracy and numeracy
- Excellent communications skills, both verbal and written
- Builds and maintains strong stakeholder relationships, able to adapt working style to work respectfully and co-operatively with a wide range of people from different backgrounds
- Always understands and maintains confidentiality
- Works well within a small team, motivates and supports colleagues
- Has a proactive approach, requiring minimum supervision
- Actively advocates and displays College values – open minded, integrity & inclusivity
- Organised individual, comfortable working to strict deadlines

Qualifications

- CCAB, or equivalent, qualification is essential.

Org Chart


Bursar
College Accountant
Payroll & Pensions Officer
Management Accountant & Finance Team Lead
Student Finance Officer
Purchase Ledger Administrator
Finance Administrator