



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Management Accountant**

Requirement

St John's College wishes to appoint a Management Accountant on a permanent basis.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Department Aims: To provide cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenue generation in order to enable the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title: Management Accountant

Department: Finance

Responsible to: Financial Planning and Analysis Manager

Job Purpose: The production of timely, accurate and complete financial information, the provision of support to budget-holders in the preparation of budgets, forecasts and plans, and the ongoing review of financial performance and resolution of financial issues arising therefrom. Additionally, to actively support the Head of Finance and FP&A Manager and to undertake *ad hoc* projects as the need arises.

Principal Responsibilities

a) Preparation of management accounts:

- produce monthly departmental management accounts to the agreed timetable, ensuring that they are complete and accurate
- distribute management accounts and supporting information to budget holders monthly
- prepare monthly accruals and prepayments and reconcile the balance sheet accounts
- produce monthly capital expenditure and project accounting reports for budget holders

- meet regularly with budget holders, or their representatives, to discuss their management accounts, and identify, record and address the reasons for variances against budget and forecast
- produce Top-Level Management Accounts for College Operations (including St John's Enterprises) to the agreed timetable
- produce reports for College Officers and committees on a quarterly basis to support their understanding of the finances within their remit
- respond in a timely manner to any queries relating to the management accounts, liaising with other members of the Finance team where required
- support budget holders with ad hoc financial information and advice as requested

b) Budgeting, forecasting and performance review:

- prepare budget packs for budget holders, including departmental salary models
- provide information to budget holders on income available from restricted funds
- liaise with budget holders and attend meetings as required
- compile the full College budget/forecast and College Officer summaries by collating returns and populating the management accounts database with budget and forecast data

c) Year end:

- ensure all management accounting activities relating to year end are carried out in line with the timetable
- support the FP&A Manager with fund matching for current use gifts and endowment funds
- update the College's Fixed Asset Register and calculate and post depreciation
- produce year end analyses and reports, including the Annual Financial Review, the cost of education/staff KPI return for the University, and the finance elements of the Development ADQ
- resolve audit queries relating to the management accounts and other schedules prepared as part of the year end process

d) Miscellaneous:

- act as the primary point of contact within the Finance team for certain budget holders
- recommend and implement improvements to the accounting systems of the College
- propose new procedures to improve information flow e.g. new management information reports
- provide support to other members of the Finance department where there are peaks in workload which impact the ability of the department to achieve its deadlines
- maintain up-to-date costings of posts and other projects for fundraising purposes
- ad hoc project work as requested by the Head of Finance and FP&A Manager

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the FP&A Manager or Head of Finance from time to time.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

Essential

- An honours degree or equivalent qualification
- Part-qualified accountant from one of the major recognised accountancy bodies or equivalent experience
- Experience of management accounting, including production of management accounts and variance analysis
- Knowledge of accounting theory and practice
- Significant practical experience of Sage Line 200 and/or equivalent accounting software

Desirable

- Experience of budgeting and forecasting
- Knowledge and experience of the Further and Higher Education SORP
- Experience of working in the Higher Education or Charity sectors

Skills, Abilities and Competencies:

Essential

- First class accounting, numerical and analytical skills
- Excellent verbal and written communication skills and the ability to interact with staff at all levels
- Desire to learn and develop new skills, and willingness to ask questions
- Strong organisational and planning skills with proven ability to work under pressure and deliver to tight deadlines
- Ability to work on own initiative, to demonstrate self-motivation, to work with limited supervision and to deal with issues to a satisfactory conclusion
- Ability to build and sustain personal credibility within the Finance Department and across the College
- Confident user of IT, including Excel to at least intermediate level

Desirable

- Experience of interacting with senior management on financial matters

Terms and Conditions

Length of post:	Permanent
Salary:	Starting salary of £38,048.13, with annual increments up to a maximum of £42,823.76 p.a.
Hours of work:	36.25 per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover
- Study support
- An Agile Working policy whereby eligible staff may be able to work remotely for up to 40% of their working hours.

The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **9.00 am** on **Monday 16 January 2023**. Interviews are expected to take place on Friday 20 January 2023.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.