

Management Accountant

Job description

Important dates	All applications must be received by 23.59 on 15 th April 2020 The expected timeline for assessment of applicants is as follows: <ul style="list-style-type: none">> First round assessment: week commencing 27th April 2020> Second round assessment: week commencing 4th May 2020
Salary	£42,000 per annum + £3,000 London weighting (if applicable)
Location	Birmingham, London or Manchester
Working pattern	Full-time, 37.5 hours per week
Contract	Permanent
Reporting to	Associate Finance Director
Direct reports	Finance Associates (3)
Main contacts	Internal – All Staff External – Software suppliers, Suppliers, Contractors, Auditors, Participants, Consultants, LDCs, DfE, National College of Teaching and Leadership.
Role requirements	Includes some limited evening and weekend work, for which time off in lieu will be given. Occasional travel across the regions required.

About the role

This is an exciting time to join Ambition Institute. We are looking for a motivated and talented financial professional to join the team as Management Accountant. The role is responsible for efficiently and effectively managing a variety of financial reports on behalf of the Finance department. The role will also handle a number of financial processes and is expected to work cross-departmentally supporting the wider Ambition Institute Team with their understanding of financial processes across the organization. The person in this role will play a key part in ensuring accuracy in our accounting records. The Management Accountant will report to the Finance & Operations Director and will manage a small team of Finance Associates.

Main responsibilities

Management accounts

- > Produce and analyse regular Management reports – reviewing expenditure against budget, as well as understanding and reporting on variances
- > Manage the preparation of the Audit File ready for the Annual Audit and manage the audit fieldwork, liaising with auditors as required
- > Assist with the production of the Statutory Accounts
- > Perform all month end and year end procedures (i.e. journal postings, Balance Sheet reconciliation etc.), including the Year End Roll Over process

Reporting

- > Produce and analyse Finance Committee Reports efficiently in advance of the quarterly meetings
- > Create reports on compliance for our key contracts and grants as and when required
- > Design and production of a range of new financial reports for both financial and non-financial audiences, including Profit and Loss schedules and Executive Reports
- > Design and deliver training sessions on the Finance Reports to Finance/None-Finance staff, ensuring they are accessible and relevant for both audiences

Business partnering

- > Partner and work with the wider Ambition School Leadership team to improve their capability and understanding of their role in the Management Reporting process, including accountability for budgets they manage
- > Distribute monthly accounts to budget holders, discussing the results with them, and ensuring that any budget over spend is highlighted to the Finance Controller

Payroll and salaries

- > Develop a solid understanding of the payroll process, and contribute towards this; including the production of the internal monthly payroll reports
- > The production and maintenance of salary and pension control accounts
- > Management of staff loan tracker

Team management

- > Successfully manage and lead a small team of staff, supporting their skills and knowledge development
- > Set and agree clear objectives and provide coaching and feedback on performance

Projects

- > Assist and support with Finance System upgrades/changes as directed by the Finance Controller

Key skills and experience

Essential

Our successful candidate will, of course, demonstrate their commitment to the mission to improve the education and outcomes of children from disadvantaged backgrounds.

They will also be able to demonstrate the following qualifications, skills and experience:

- > Part Qualified Accountant (ACCA, CIMA, ACA)

- > Proven minimum 3 years of experience within a finance department
- > Good proven technical accounting skills
- > Experience of leading and managing a small finance team
- > Strong communication and management skills
- > Excellent numeracy and literacy skills
- > Advanced excel skills
- > Experience of building relationships with a range of internal stakeholder
- > Confident liaising with department heads, auditors, and other key stakeholders
- > Commitment to development of self

This post is subject to receipt of two satisfactory references and right to work in the UK.

Please note, this job description is not meant to be an exhaustive list of duties and is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the company to undertake any duties within your skills and capabilities which the company reasonably considers necessary to meet business needs.

Work for us

It couldn't be a more exciting time to join Ambition Institute. We're a new, bold organisation formed from the merger of two education charities, Ambition School Leadership and the Institute for Teaching.

Through our suite of programmes for individuals and organisations, we're able to support educators at every stage - from new teachers through to executive leaders of groups of schools. You can find out more about us at www.ambition.org.uk

We are looking for people who:

- > Are experts, or are working towards become experts, in their field.
- > Have a strong commitment to our mission.
- > Embody our values - work for the team, own your role, and keep getting better.

Our divisions

Ambition Institute has three divisions – Programmes, Partnerships and Operations.

The Programmes division designs and delivers high quality development for educators. The division is made up of four departments:

- > Learning Design shapes the curriculum and content for all programmes
- > Impact Governance quality assures, assesses and measures our work to help us to keep making it better. It also leads on professional development across the organisation.
- > Programme Leadership works with teams across the organisation, bringing together everything that a programme needs to ensure it has the biggest impact.

- > Programme Operations implements all delivery across our programme suite, managing logistics, data and relationships with our participants and faculty.

The Partnerships division manages relationships with individual leaders, schools and the wider education system and is made up of three departments:

- > Marketing & Communications leads on attracting the participants for our programmes, communications to engage and inform stakeholders, and relationship management of government bodies.
- > School Partnerships manages relationships with individual school leaders, with a focus on the areas of the country most in need of support. This team also supports participants with tailored care throughout their programme journey from application and assessment to alumni.
- > Business Development and Fundraising develops new programmes and products and builds partnerships with funders.

Operations ensure that the organisation operates effectively. The division is made up of five departments:

- > Finance develops annual budgets and forecast future expenditure, as well as ensuring that day to day expenditure is tracked and approved.
- > People is responsible for ensuring that we find, hire, develop and retain world class individuals who can help us to achieve our mission.
- > Technology ensures that the organisation has the technology that teams need to perform effectively. This includes both internal systems and those used by our participants.
- > Data and Continuous Improvement works collaboratively to ensure that the organisation has the data and processes to work effectively and make decisions, and supports with reporting to both internal and external stakeholders.
- > Executive Assistants enable Directors across the organisation and have responsibility for ensuring that our governance structures are adhered to.

Our offer

We are happy to be able to offer you:

- > Flexibility on how you work – agreed between you and your line manager
- > A competitive annual leave entitlement of 25 days, plus bank holidays
- > 2 additional annual leave days for 1 day booked during December over the festive period
- > A generous employer pension contribution of 11% (10% pension plus 1% NI rebate)
- > Competitive salary rates
- > Access to an interest free season ticket and bike loans
- > An Employee Assistance Programme (EAP) which provides confidential support for employees on personal or work-related matters.
- > A robust learning and development offer that ensures your continuous professional development

How to apply

To apply for any of our vacancies please email jobs@ambition.org.uk with the following:

- > An up-to-date CV, no more than two pages in length
- > A cover letter – up to one page – which **must** include why you are interested in the role and any dates you are unavailable for interview
- > Equality monitoring form

We are committed to the safeguarding of children and the most vulnerable in our society and, as such, we are unable to employ individuals with relevant convictions, including the following: a conviction for an offence involving violence or dishonesty, of a sexual nature or against minors, or for any other offence that is relevant to the nature of the services provided by our organisation.

Unfortunately, due to the number of applications we receive at this stage we will not be able to contact unsuccessful applicants.

For any questions or queries please email us at jobs@ambition.org.uk