



GOODENOUGH  
COLLEGE

**Job Title:** Assistant Management Accountant  
**Reports to:** Management Accountant  
**Staff reporting:** None  
**Based at:** Mecklenburgh Square, London WC1N 2AB  
**Salary:** £35,000 per annum (full training support available)

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### **Job Purpose**

The role is to support the work of the Management Accountant in providing a full range of services for management accounting and financial analysis.

### **Key Responsibilities Principal Accountabilities**

1. Support in delivering Monthly Management Accounts, including carrying out monthly departmental variance analysis and commentary and preparing and distributing Departmental analysis.
2. Prepare and post management accounting journals such as Accruals, Prepayments, Fixed Assets, Investments, Deferred Income and adjustments with full supporting documentation in a timely fashion.
3. To complete monthly Balance Sheet Reconciliations timely and accurately in line with the month end process.
4. Record, analyse and report on performance and provide ad hoc information and reports for senior management and other College stakeholders as required.
5. To be a point of contact for budget holders, through a business partnering approach, in all finance related enquires concerning the management of their budgets.
6. Work with key stakeholders to provide analysis and reporting of non-financial information, including utilities consumption and asset replacement planning.
7. Play a key role in annual budgeting, planning and forecasting, working with budget holders and assisting them with completion of budget/forecast templates.
8. Assist the Management Accountant in preparing all necessary papers and schedules in support of the budget and forecast.

9. Help prepare the annual audit information packs and investigate ad hoc queries as directed by the external auditors.
10. In conjunction with the Management Accountant, develop and maintain the management accounts reporting systems and structures.
11. Assist with implementing and maintaining internal financial controls and procedures as required.
12. Undertake appropriate financial administration tasks in support of the wider finance team and College.
13. Provide ad-hoc numerical analysis including preparation of charts etc.

**General**

14. Deputise for the Management Accountant as necessary
15. Support the work of the Management Accountant and assist in the smooth running of the function.
16. To undertake other duties as required by the Management Accountant and Head of Finance.
17. To support others in the finance team in times of holiday, sickness and during busy periods.

## Person Specification

<b>Job Title:</b> Assistant Management Accountant	
<b>Education/ Training</b>	<ul style="list-style-type: none"><li>• You will have gained some form of formal accounting training either through the workplace or through Further/Higher Education</li><li>• To be committed to gaining a full accountancy qualification (support and funding provided)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• You will have assisted in the production of management accounts</li><li>• Is familiar with budget and forecast preparations and processes</li><li>• Have analysed costs vs. budget/forecast</li><li>• Prepared accruals, prepayments and Balance sheet reconciliations</li><li>• Business partnering and experience of influencing through provision of management information</li><li>• Experience of working in a similar sized finance team</li></ul>
<b>Technical Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Demonstrable excel skills</li><li>• Ability to build collaborative relationships with multiple and diverse stakeholders</li><li>• Strong communication and interpersonal skills in order to explain basic accounting matters to non-financial colleagues</li><li>• Ability to write commentary in a clear and concise manner</li><li>• High levels of self-motivation and ability to work independently and effectively with the support of the Management Account</li><li>• Ability to work to tight deadlines and prioritise workload</li><li>• Ability to adapt as the role and needs of the team develop</li></ul>
<b>Knowledge/ Understanding</b>	<ul style="list-style-type: none"><li>• Good knowledge of standard accounting practices</li></ul>