

Management Accountant

Salary: £43,947 - £57,225 per annum (Grade 10-12)

Contract: Permanent, Full-time

WJEC is welcoming applications for an experienced accountant to join our Finance team. If you are a self-motivated individual with strong communication skills, then we would love to hear from you.

The Role:

As a Management Accountant, you will support the Head of Management Accounting in the provision of a range of financial information. The role holder will be instrumental in the production of budgets, forecasts and monthly financial results. You will hold specific responsibility for a portion of cost centres and will provide business partnering support to budget holders.

The Person:

To succeed in the role, you'll have strong analytical skills and attention to detail and will have excellent IT skills. We're looking for an individual who can build effective relationships with colleagues and who is an excellent communicator. Whilst the ability to speak Welsh is valued, it is not required in the role.

The Contract:

The role is available on a permanent basis. It is a hybrid post, enabling the successful candidate to split their time between working in our Cardiff offices and working remotely, subject to personal preference and business need.

Our Benefits

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

To find out more about the role, or about working for us, please do not hesitate to contact the HR team (HR@wjec.co.uk) who would be more than happy to answer your questions.

Closing date: 23:59; Wednesday 13 November 2024

JOB DESCRIPTION

Job Title:	Management Accountant
Department:	Finance
Section:	Finance
Responsible to:	Head of Management Accounting
Grade:	10-12
Location:	Western Avenue
Main purpose of Job:	

To support the Head of Management Accounting in ensuring that robust and appropriate financial information and analysis is provided to budget holders and teams throughout the organisation, taking specific responsibility for a portion of cost centres. To support budget holders by providing business focused financial support.

Principal Duties and Responsibilities:

- **Accounting Transactions:** to compute and process accounting transactions as appropriate, including:
 - Review of monthly commitments and preparation of monthly accruals and prepayments.
- **Monthly management accounts:** to ensure that appropriate financial information and analysis is provided to specified budget holders.
 - Maintenance and compliance with month end checklist
 - Analysis of the month end financial position, including the investigation of variances, making any appropriate accounting adjustments as necessary
 - Preparation of Monitoring Reports to Budget Holders
 - Preparation of Directorate Reports.
- **Chart of Accounts:** to assist with the management of the financial coding structure.
- **Budgeting:** to prepare detailed annual budgets and 5-year financial plan numbers, to include:
 - Preparation and analysis of detailed budgets by cost centre
 - Challenge of budget holder budgets to identify potential cost savings / efficiencies
 - Phasing of budgets
 - Preparation of budgets for upload to the accounting system.
- **Forecasting:** provide support, as required, to the Head of Financial Reporting in preparing regular forecasts, including liaising with budget holders and providing insight as to expected outcomes at a cost centre level. To provide regular staff costs forecasts by cost centre.
- **Balance Sheet Reconciliations:** to perform monthly balance sheet, control accounts and suspense accounts reconciliations as appropriate.
- **Staff Structures / Establishment:** to support the Head of Management Accounting in managing the establishment costs for budgeting, forecasting and monthly reporting purposes. Continuously improve the process to ensure that the data is kept up to date.

- **Financial Support Service / Business Partnering:** to provide a highly supportive and effective business focussed support service to budget holders, including:
 - Working in close partnership with budget holders
 - Conduct monthly review meetings with budget holders, as appropriate
 - Act as a key point of contact to support budget holders with budgets, forecasts and business cases
 - Preparation of financial information for business cases
 - Challenge budget holder decisions from a financial and commercial perspective as appropriate
 - Investigation of significant budgetary variances, including the identification of remedial action
 - Proactively work with budget holders to resolve any concerns or difficulties with financial performance
 - Respond to ad-hoc queries from budget holders
 - Support budget holders in complying with Financial regulations, policies and procedures.
- **Funding:** to support the Head of Management Accounting on WJEC funding arrangements, including:
 - Funding proposals
 - Costings
 - Claims
 - Compliance with grant / funding requirements
 - Co-ordination of additional input / information from the wider business.
- **Continuous Improvement:** provide suggestions and implement improvements and efficiencies into financial processes, including:
 - Challenge current ways of working and identifying efficiencies as appropriate
 - Continuous improvement of processes
 - Contribute to the development of financial policies and procedures as appropriate
 - Input into the development and implementation of new systems / system improvements.
- **Statutory Accounts:** to support the Head of Financial Reporting as required in the year end process, including:
 - processing year end adjustments
 - providing information and analysis as appropriate
 - compliance with the year end checklist and timetable.
- **External Auditors:** to support the Head of Financial Reporting in ensuring that the External Auditors have all necessary information and analysis.
- **Internal audit:** to support the co-ordination and resolution of financial internal audit matters as appropriate.
- **Trustee Information:** support the Director of Finance, Head of Financial Reporting and Head of Management Accounting in the preparation of financial information and papers for Trustee and Sub-Committee meetings as required.
- **Support:** support the Director of Finance, Head of Financial Reporting and Head of Management Accounting in the wider aspects of the department's brief.
- **Other duties:**
 - To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
 - Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
 - To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
 - To engage in personal and professional development activities relevant to the role.
 - To undertake other duties, as required, which are commensurate with the grade of the post.

Person Specification

Job Title:	Management Accountant
Department:	Finance

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Good interpersonal skills to establish effective working relationships with senior financial and non-financial managers and staff.
- Able to communicate effectively at all levels within the organisation.
- Excellent IT skills – competent to advanced level in Microsoft Excel.
- The ability to present detailed and complex financial information in a clear concise and readily understandable way.
- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture.
- Proven decision-maker with the willingness and ability to take the initiative in identifying problems and in suggesting and implementing solutions.

Desirable

- Ability to communicate through the medium of Welsh

Knowledge

Highly desirable

- Accounting knowledge

Experience

Highly desirable

- Substantial experience in management accounting
- Experience of business partnering

Desirable

- Experience of delivering training

Training / Qualifications

Highly desirable

- Qualified accountant and/or substantial experience in management accounting

Other Requirements

The following competencies (behaviours and characteristics) have been identified as key to success in the job:

- **FOCUSING ON INTERNAL AND EXTERNAL CUSTOMERS AND BUSINESS NEEDS** - Meets the needs of customers and understands the business.
- **COMMUNICATING EFFECTIVELY** - Demonstrates high quality interpersonal and communication skills.
- **DELIVERING OUTCOMES** - Strives for and encourages continuous improvement and consistently delivers high quality services and products.

- **MANAGING SELF AND PERSONAL SKILLS** - Takes personal responsibility for own development and always act professionally.
- **LEADING, DEVELOPING AND MANAGING PEOPLE** - Delivers high performance by leading and motivating, demonstrating people matter to WJEC through encouraging people to achieve their potential.
- **PROVIDING DIRECTION** - Provides clear leadership consistent with WJEC's vision, mission and core values.
- **ANALYTICAL THINKING** - Able to simplify basic problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships.
- **PLANNING AND ORGANISATION** - Able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
- **INFLUENCING AND PERSUADING** – Able to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **MANAGING RELATIONSHIPS AND TEAM WORKING** – Able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Cyfrifydd Rheoli / Management Accountant		
Cyflog / Salary:	£43,947 - £57,225 y flwyddyn / per annum	Gradd / Grade:	10-12
Gwyliau Blynnyddol / Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. 25 Days per annum. In addition, WJEC currently allows 16 statutory / additional holidays.		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:		Contract Type:	
<input checked="" type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input type="checkbox"/> Llawn amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau'r wythnos 36.5 No. of hrs per week Diwedd y Tymor End of Term Diwedd y Tymor / / End of Term Nifer yr oriau'r wythnos No. of hrs per week	
Dull Ymgeisio:		Method of Application:	
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 23:59; dydd Mercher 13 Tachwedd 2024.</p> <p>Completed forms should be sent by email to HR@wjec.co.uk by 23:59, Wednesday 13 November 2024.</p>			