

MANAGEMENT & SYSTEMS ACCOUNTANT

Location: Vinovium House, Bishop Auckland
Department: Finance
Hours/ days: 37.5 hours per week, Monday-Friday (9 a.m. – 5 p.m.)
Salary: £40,000 - £45,000 (no relocation payable)
Permanent/ F/T: Permanent

Job Purpose

The Management & Systems Accountant will be responsible for the development of appropriate management reporting for the Trust's activities; budget preparation, five year financial plans, forecasting, preparation and development of monthly management accounts including variance to budget reporting and ensuring financial controls and policies are maintained. The reporting will be developed to reflect the true trading position of the Trust at any given time: including revenue and income, income margins, direct costs (including direct labour) and overheads. To achieve all this the successful candidate will liaise across the Trust, in particular with the commercial department, to ensure process flow, transaction accuracy and control across the organisation, especially: admissions, retail, F&B, stock, and other purchases (including fixed assets).

The Management & Systems Accountant role arises at a time of great change for the Trust, as it transitions from a rapidly growing organisation into a steady trading state (whilst maintaining a focus on future development). As a result this role will operate across The Auckland Project incorporating (but not limited to): the Trust, its trading arm and The Zurbaran Trust. Other companies or entities may be incorporated as the Trust grows.

The Management & Systems Accountant will also be responsible for overseeing the Trust's financial system's integrity, control, reporting and development.

Key deliverables and accountabilities

- Planning
 - Assist with the preparation of the Trust's five-year financial planning
 - Lead on the preparation of intra-year reforecasts: 3+9//6+6//9+3
 - Lead in the preparation of the annual budget (including preparation of a budget balance sheet and cash flow)
 - Liaise with Directors and management relating to budgeting issues, including the creation of budgets and transfers within and across departments.
 - Refine, implement and control clear protocols for the management of operational budgets.

- Liaise with the Commercial Financial Manager (CFM) to establish coherent and consistent revenue and retail standard margins
- Reporting
 - Design, development and preparation of monthly management accounts (in line with the budget process)
 - Liaise with the CFM to ensure accuracy of reporting income
 - Collate and prepare a reporting commentary through liaising with other departments / Directors
 - Circulate and feedback variances, points of interest to Directors and management
 - Report monthly balance sheet and cashflow movements
 - Daily reporting, ensuring budget variances can be reported and used during the procurement process
 - Update and maintenance of purchase requisition process
 - All reporting should be developed to provide an historic based budget variance analysis including admissions, sales, other income, margins, direct costs (including labour) and overheads (including labour)
- Sales
 - Daily reporting ensuring the sales are consistent with the Ticketing and EPOS systems
 - Liaise with CFM to ensure synchronisation with the week pattern being reported across the organisation
 - Liaise within the finance department to ensure bank income controls reconciliation
- Systems
 - Manage “Sage 50 Accounts Professional”* access and controls
 - Management of updates and users
 - Development of processes ensuring that sales are consistent with the ticketing system (Tessitura), retail with the EPOS system (Tevalis - tbc) and the reconciliation of asset registers with properties and other assets
 - Provide input into *systems development, implementation and integration. (Sage will at some point be replaced.) The transactions from other systems will require importation to any new system.
 - Maintain a purchase requisition workbook (currently Excel based)
- Operational Policies and Approvals (including bank access)
 - Maintain and manage bank administration and control of the bank mandate, the online access and approvals and bank collections
 - Development and implementation of appropriate financial policies, process and procedures

Resource Management

- The position is currently responsible for the management of the finance team (currently 4)

Internal relationships

- Working hand in hand with Director's and business owners, to develop the data and insight necessary to drive operational performance.
- Engage with Directors, business owners and operational teams, to implement robust financial decision making to support the long-term strategy of the business.
- Support the Directors during the budgeting and business planning processes for the Project

External relationships and partnership

- The role will be expected to work with external professionals (and perhaps any internal auditor that may be appointed). Including but not limited to:-
 - Auditors
 - Professional advisors
 - HMRC
 - Bank relationship management

EQUAL OPPORTUNITIES

The Auckland Project is an equal opportunity employer regardless of race, colour, religion, creed, sex, marital status, national origin, disability, age, sexual orientation, political affiliation or belief. Employment decisions are made without consideration of these or any other factors that employers are prohibited by law from considering. Any discriminatory action can be a cause for disciplinary action.

The Auckland Project also prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request.

If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, please contact us by email or by calling 01388 743750.

HOW TO APPLY

Please send a CV and Cover Letter of no more than two A4 sides to recruitment@aucklandproject.org

Closing date:

Interview date:



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