

## Management Accountant

### Job Description

<b>Job Title:</b>	Management Accountant
<b>Reporting to:</b>	CEO
<b>Location:</b>	Glastonbury

<b>Terms:</b>	
<b>Working Hours:</b>	08:45 – 17:15
<b>Annual Leave:</b>	25 days per year (pro rata) plus 8 UK bank holidays
<b>Car Allowance:</b>	N/A
<b>Overtime:</b>	No
<b>Benefits Available:</b>	Pension / Health Care / Bonus

<b>Job Role:</b>	<p>WCBS is the leading supplier of MIS (Management Information Systems) to independent and international schools across the world. With our products installed in over 500 schools and in more than 30 countries, we have an extensive range of software products that assist in most of the day to day management aspects of these organisations.</p> <p><b>Objectives of the role:</b> To provide Finance, Accounting and HR Management for the company, through personal efforts and via a small team. So ensuring accurate, timely information is available, statutory obligations are met and that the business is efficiently administered.</p>
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<b>Key Responsibilities:</b>	<p>Finance / Accounts</p> <ul style="list-style-type: none"> <li>• Prepare Year End accounts and present them for audit</li> <li>• Carry out month end procedures including Bank Reconciliation and accruals</li> <li>• Prepare and present Monthly Management Accounts</li> <li>• Produce ad hoc reports and forecasts as required by Management</li> <li>• Operate the nominal ledger and cash book</li> <li>• Oversee operation of the Sales and Purchase Ledgers</li> <li>• Oversee the credit control function</li> <li>• Assist with the preparation and submission of VAT returns</li> <li>• Manage on-line banking system, including regular checks</li> <li>• Manage the Order Processing and Stock Control</li> </ul> <p>General Administration</p> <ul style="list-style-type: none"> <li>• Responsible for managing company vehicles and analysing transport costs</li> <li>• Responsible for recovering private mileage fuel costs through payroll</li> <li>• Manage expense claims – checking and payment of cash claims, checking and reconciliation of company credit card statements</li> <li>• Liaise with company's insurance brokers to ensure appropriate cover is maintained in accordance with company policy</li> <li>• Oversee the maintenance of software support contracts and webALUMNUS subscriptions, ensuring prompt issuing of renewal invoices</li> <li>• Administration of Internal software licensing – in-house usage</li> <li>• Maintain appropriate information at Companies House</li> <li>• Carry out finance and payroll system back-ups, ensuring off site copies are maintained and rotated</li> </ul> <p>The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the company.</p>
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**Key Requirements:**

- A professional accounting qualification (AAT, ACCA, ACA, CIMA)
- Advanced skills in Microsoft Office and other software programmes
- At least five years' experience of preparing financial and management reports including balance sheets, cash flow forecasts and project reporting
- Experience of producing end of year accounts and budgets
- Experience of SAGE accounting systems and the production of departmental and company reports
- Proven line management skills and ability to work well as a member of the team
- Excellent verbal and written communication skills
- Excellent negotiating and influencing skills
- Excellent decision making and problem solving skills
- Ability to work to meet demanding targets with enthusiasm and commitment
- Ability to work under pressure and to use initiative
- Experience of prioritising own workload
- Good interpersonal skills
- Experience of communicating at a strategic level

**Desirable Requirements:**

- An understanding or ability to run payroll
- An understanding of WCBS products would be useful
- Understanding of independent schools – structure, politics, staff
- An ability and willingness to absorb new aspects of software/technology
- An understanding of HR and HR legislation would be a benefit

**Additional Duties:**

- Any other reasonable task/duty deemed necessary

**Signature**

**Date**