

JOB PROFILE	
Company:	Italia Conti Arts Centre Limited
Department:	Finance
Role:	Management Accountant
Reporting to:	Director of Finance
Direct reports:	Payroll & Pensions Officer and Finance Officer (Purchase Ledger)
Location:	Victoria Place, Woking

ROLE SUMMARY

The Management Accountant plays a pivotal role in supporting the financial sustainability and strategic success of Italia Conti by delivering high-quality financial management information, insightful analysis and proactive business partnering across the organisation.

Working closely with the Director of Finance, Senior Leadership Team and budget holders, the postholder will lead on the preparation of accurate management accounts, budgeting, forecasting and financial reporting, providing timely analysis and commercial insight to support informed decision-making. They will work collaboratively with colleagues across both academic and professional services departments to promote financial accountability, identify opportunities for improvement and support the effective planning and delivery of Italia Conti's strategic objectives.

The Management Accountant will be responsible for ensuring robust financial controls, maintaining the integrity of financial information and supporting the production of statutory accounts, regulatory returns and external audit requirements. The role will also contribute to the College's compliance as an Office for Students (OfS) registered higher education provider by supporting financial sustainability reporting and the provision of accurate regulatory information.

As a senior member of the Finance Team, the postholder will line manage designated members of staff, champion continuous improvement within finance systems and processes, and help to foster a culture of professionalism, collaboration and excellent customer service throughout Italia Conti.

KEY ACTIVITIES

Financial Management & Reporting

- Preparing accurate and timely monthly management accounts, ensuring reporting deadlines are consistently achieved.
- Producing high-quality financial reports, management information and performance dashboards to support effective decision-making by the Senior Leadership Team and Board of Directors.
- Preparing monthly income and expenditure reports for budget holders, providing clear commentary on financial performance and key trends.
- Analysing variances between actual performance, budgets and forecasts, identifying risks, opportunities and areas requiring management action.
- Monitoring and reporting on income streams, expenditure, staffing costs, student recruitment and other key financial indicators.
- Producing cash flow forecasts and other financial analyses to support effective financial planning and sustainability.

- Preparing and maintaining monthly balance sheet reconciliations, ensuring the accuracy and integrity of financial records.
- Assisting with the month-end and year-end accounting processes, including journals, accruals, prepayments, deferred income and fixed asset accounting.

Budgeting, Forecasting & Business Partnering

- Coordinating the annual budgeting process across the College, working collaboratively with budget holders to develop robust and realistic financial plans.
- Preparing regular financial forecasts and forecast outturns, providing timely information to support strategic and operational decision-making.
- Developing financial models and scenario planning to evaluate strategic initiatives, new courses, commercial opportunities and organisational developments.
- Acting as a trusted Finance Business Partner to academic and professional services departments, providing professional financial advice, challenge and support.
- Supporting managers in understanding their budgets and financial performance, promoting sound financial management and accountability throughout Italia Conti.
- Preparing financial appraisals and business cases to support investment decisions and organisational projects.
- Monitoring departmental budgets throughout the financial year, identifying emerging risks and recommending appropriate corrective action where required.
- Promoting financial awareness across the organisation by presenting financial information in a clear, accessible and meaningful way to non-finance colleagues.

Financial Control, Compliance & Governance

- Maintaining effective financial controls and accounting procedures to safeguard Italia Conti's assets and ensure compliance with financial regulations and internal policies.
- Supporting the preparation of the annual statutory financial statements and the external audit process, ensuring information is accurate, complete and provided within agreed timescales.
- Assisting with the preparation of VAT returns, regulatory submissions and other statutory financial reporting requirements.
- Supporting the College's obligations as an Office for Students (OfS) registered higher education provider, including the preparation of financial information, monitoring of financial sustainability indicators and compliance with relevant Conditions of Registration.
- Preparing reports and financial information for the Board of Directors, Finance Committee and other governance groups as required.
- Reviewing financial transactions and reconciliations to ensure the accuracy, completeness and integrity of financial information.
- Contributing to the development and implementation of financial policies, procedures and internal controls, supporting a culture of strong financial governance and continuous improvement.

Leadership & Team Management

- Line managing the Payroll & Finance Officer and Finance Officer (Purchase Ledger), providing leadership, guidance and support to ensure the effective delivery of Finance Team objectives.
- Setting clear objectives, monitoring performance and supporting the professional development of direct reports through regular supervision, appraisal and coaching.
- Fostering a collaborative, customer-focused culture within the Finance Team, promoting high standards of professionalism, accuracy and service delivery.
- Supporting colleagues across the Finance Team during periods of absence or increased workload, contributing to the effective operation of the department.
- Building positive working relationships with colleagues across Italia Conti, developing Finance as a valued strategic partner to academic and professional services teams.

Systems, Processes & Continuous Improvement

- Continually reviewing financial processes and reporting arrangements to improve efficiency, accuracy and effectiveness.
- Developing and enhancing management reporting using Excel and Italia Conti's finance systems (including Sage 200), ensuring reports meet the evolving needs of the organisation.
- Identifying opportunities to automate routine financial processes and improve the quality and accessibility of management information.
- Supporting the ongoing development and optimisation of finance systems, reporting tools and business intelligence dashboards.
- Keeping abreast of developments in accounting standards, financial reporting requirements, higher education funding and best practice, ensuring these are reflected within Italia Conti's financial management arrangements.

General Responsibilities

- Maintaining the highest standards of integrity, professionalism and confidentiality when handling financial and commercially sensitive information.
- Demonstrating a commitment to equality, diversity and inclusion, ensuring these principles underpin all aspects of work.
- Working in accordance with Italia Conti's policies relating to safeguarding, health and safety, data protection and information security.
- Undertaking mandatory training and continuing professional development appropriate to the role.
- Carrying out any other duties commensurate with the level and responsibilities of the post, as reasonably requested by the Director of Finance or other senior leaders.

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications/Education	• CCAB-qualified accountant (ACA, ACCA, CIMA or CIPFA), part-qualified working towards a professional qualification, or able to demonstrate substantial management accounting experience gained in a comparable role. • Commitment to continuing professional development and maintaining up-to-date professional knowledge.	• Degree (or equivalent qualification) in Accounting, Finance, Business or a related discipline.
Knowledge & Experience	• Significant experience of preparing monthly management accounts, financial reports and management information. • Experience of developing, monitoring and reporting against annual budgets and financial forecasts. • Experience of financial analysis, variance reporting and producing insightful management information to support organisational decision-making. • Experience of preparing balance sheet reconciliations, journals, accruals, prepayments and other month-end accounting activities. • Experience of working collaboratively with managers outside of Finance, providing professional advice and support to budget holders. • Sound understanding of UK financial reporting principles and financial controls. • Experience of using computerised finance systems together with advanced Microsoft Excel skills to analyse and present financial information. • Experience of presenting complex financial information clearly and	• Experience of working within the higher education, education, charity or not-for-profit sector. • Experience of supporting an Office for Students (OfS) registered provider or another regulated organisation. • Experience of financial planning and analysis (FP&A), financial modelling and business case development. • Experience of supporting external audit and statutory reporting processes. • Knowledge of VAT within the education or charitable sector. • Experience of developing financial reporting tools, dashboards or business intelligence reporting.

	confidently to a range of audiences.	
Skills & Competencies The successful candidate will be able to demonstrate: • Excellent analytical and problem-solving skills, with the ability to interpret complex financial information and identify meaningful trends. • Strong commercial awareness and the ability to balance financial rigour with organisational priorities. • Excellent organisational and planning skills, with the ability to manage multiple priorities and consistently meet deadlines. • Outstanding attention to detail and commitment to producing accurate, high-quality work. • Excellent written and verbal communication skills, with the confidence to explain financial information clearly to colleagues with varying levels of financial knowledge. • Highly developed interpersonal skills, with the ability to build effective working relationships across the organisation. • The ability to influence, challenge and support managers constructively in order to promote sound financial decision-making. • Advanced Microsoft Excel skills together with strong financial systems aptitude. • A proactive approach to continuous improvement, identifying opportunities to improve financial processes, reporting and efficiency.		
Personal Attributes The successful candidate will demonstrate: • Integrity, professionalism and discretion when dealing with confidential and commercially sensitive information. • A collaborative and approachable working style, with a commitment to providing an excellent internal customer service. • Sound judgement and the ability to make balanced, evidence-based decisions. • A positive, adaptable and solutions-focused approach to work. • The ability to work independently whilst contributing effectively as part of a wider team. • A commitment to the College's values, including equality, diversity and inclusion. • A genuine commitment to continuous improvement and delivering the highest standards of professional practice.		

There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.