

philharmonia orchestra

MANAGEMENT ACCOUNTANT

JOB DESCRIPTION

Role: Management Accountant
Reports to: Finance Director
Reports: No direct reports

The Management Accountant is a key member of the Finance Department team. This role has a strong emphasis on systems, both in terms of improvement and review, and regular maintenance. The ability to work collaboratively across Departments within the administration, and to build good relationships, is a key requirement of this role.

Role and responsibilities

- To produce monthly management accounts information
- To meet regularly with budget holders and other managers as required
- To develop good relationships with budget holders providing financial advice and support as required
- To take a lead role in the annual budgeting process and quarterly forecasting
- To play a key role in the development and integration of finance and related systems throughout the organisation
- To maintain the finance timetable and monitor to ensure all deadlines are met
- To provide timely financial information for funding bodies and other stakeholders
- To act as the systems administrator for the finance system
- To support the development of financial policies and procedures
- To provide support and back-up for the Financial Controller and Finance Director, as required
- To seek opportunities to involve members of protected characteristic groups in the Company's activities wherever possible
- To ensure that day-to-day activities embrace environmental sustainability, and wherever possible to make choices that reduce the impact upon the environment by minimising waste, maximising recycling, saving energy and reducing the Finance Department's carbon footprint
- To undertake such other duties as may reasonably be required by the Company.

PERSON SPECIFICATION

- CCAB qualified/part-qualified
- Experienced management accountant
- Excellent systems skills
- Strong analytical skills with good attention to detail
- Strong communication and collaborative skills
- Pro-active attitude
- Ability to cope under pressure.

ADDITIONAL INFORMATION

- Salary: c. £36,000 per annum, depending on experience
- Hours: 9.30 – 17.30, Monday – Friday (35 hours per week)
- Annual Leave: 33 days per annum, inclusive of public and Bank holidays
- Pension: the Company has a pension scheme into which you will automatically be enrolled (subject to the provisions of auto-enrolment legislation) upon completion of a 3-month qualifying period, and into which the Company will pay 6% of salary.

APPLICATION PROCEDURE

To apply, please email your CV and covering letter to recruitment@philharmonia.co.uk

Please also complete our Equality and Diversity Monitoring Form and return it with your application. The questionnaire can be found on our website:

<https://www.philharmonia.co.uk/vacancies>

Please include details of two referees in your application, stating at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission).

Deadline for applications: **18.00 on Monday 24th June 2019**

Interviews will be held the week of 1st July 2019

If you have not heard from us by close of business on Friday 28th June, unfortunately your application has not been successful.

The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.