



Role Profile

Job Title

Management Accountant

Salary range

51

Contract

52 weeks, Permanent

Main location

Portland College

Hours and basis

37.5 hour per week

Reports to

Finance Operations Manager

Date of issue

16/10/2024

Why Portland Charity needs this role

Portland Charity provides education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 450 learners and citizens and circa 600 staff. The role supports the Finance Function, Budget Holders and SMT, primarily with the production of high-quality financial reporting.

What you will be doing

Financial Management

- Production of monthly Management Accounts, including all month end journals.
- Support budget managers with Business Partnering.
- Support the Finance Ops Manager in the production of annual budgets.
- Support the Finance Ops Manager in periodic forecasting.
- Support the Finance Ops Manager in the production of annual year end accounts, liaising with auditors as appropriate.
- Support the completion of External statutory return submission
- Balance sheet reconciliations
- Responsible for the production, importing and reconciliation of the cash system information into the finance nominal ledger system.
- Responsible for overseeing the timely completion of bank reconciliations, and stepping in if required.
- Production of ROI reports for acquisitions, both business and buildings.
- Monthly Capex reporting for the SMT
- Support in the production of a Financial Information pack on a monthly basis, consisting of top-level information for Senior Management.

Accounts Receivable

- Responsible for the Administration of Education Funding Agency (EFA) Fees
- Overseeing correct payment of fees from EFA and Local Authorities, debt chasing as necessary.
- Supporting Admissions with Programme Costings/reviews and reconciliations for Local authorities.

VAT

- Ensuring correct implementation of VAT rules are applied in all areas, keeping up to date with legislation changes implemented by the treasury.
- Check and posting data input of Sales and Purchase ledgers to ensure correct VAT
- Work jointly with the Financial Compliance Manager in the preparation of the quarterly VAT return.



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- Monitor and report preparation on capital movements in support of senior managers.
- Reconciliation between fixed asset register and financial nominal ledger in support of senior managers.

Finance Team

- Provide support across the Finance team during periods of absence to ensure all areas of finance.

Key work relationships

- Internal – Finance Operations Manager, Financial Compliance Manager, Director – Finance & Compliance and Budget Holders.
- External stakeholders – Local authority funders, Direct payers and Government Bodies.

Working Environment

- Large shared office with the Finance team circa 10 people.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check relevant to the role and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile does not form part of your terms and conditions, is not all encompassing and is subject to regular review.

I have read and accept the duties and responsibilities outlined in this role profile.

Signature of post holder

Date