**Job Description**

**Title:**  Management Accountant

**Line Managed by:** Head of Finance

**Overall responsibility:** Provision of corporate management information

**Line reports:** Finance and administration officer

**Hours:** 35 hours per week

**Salary:** £35,000 - £40,000 pro rata over 6 months

**Holiday Entitlement:** 30 days paid holiday per annum pro rata, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum.

**About National Centre for Circus Arts**

The National Centre for Circus Arts is a registered charity and an independent Higher Education provider registered with the Office for Students, and is one of Europe’s leading providers of circus arts training. For the past 30 years, we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

Our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. Our national role increasingly sees us supporting and mentoring circus artists and organisations nationwide as we seek to develop and mature our remarkable art form. We also run high-profile corporate events and hires to further increase our revenue.

**PURPOSE OF THE JOB**

To manage the day-to-day operations of the finance function and to support the Head of Finance in ensuring the integrity of the management accounts and accounting processes across National Centre for Circus Arts group of companies.

**RESPONSIBILITIES**

* Prepare NCCA’s draft management accounts
* In preparing the management accounts, work with the Finance and administration officer to ensure that all transactions have been accurately recorded.
* Provide reports on specific funds or activities as required to support reporting requirements, or applications to funders.
* Prepare monthly reconciliations of all balance sheet accounts
* Management and administration of the monthly payroll including overseeing the work of the Finance and Administration officer in relation to new starters, leavers, pension scheme and other monthly changes
* Prepare and submit VAT returns for the NCCA companies ensuring all HMRC payments and communications happen on time
* Oversee the purchasing and invoicing processes across the organisation
* Assist the Head of Finance in providing information as necessary for statutory reporting to the Office for Students (OfS) and other funding and regulatory bodies.
* Provide assistance with financial year-end processes, and both internal and external audits as required.
* Processing bi-monthly payment runs
* Managing our accounting software (Netsuite) and it’s add-on (Suitepeople) and acting as a first point of contact for staff in relation to the software
* Liaising with the Student Support Manager in relation to student finances; including fee payments, Student loan payments and bursary awards
* Line manage the finance and administration officer

**PERSON SPECIFICATION**

**Experience**

* + At least 2 years’ experience working in a management accounting role.
  + Experience or interest in working in a finance position within the arts, charity or higher education sectors.

**Skills**

* + Qualified or part qualified with a professional accountancy body e.g. ACCA, CIMA, CIPFA.
  + IT literacy, with strong Excel skills.
  + Good technical knowledge of relevant accounting standards and regulatory frameworks.
  + Excellent communication skills, and the ability to explain financial issues in non-technical language.
  + Familiarity with Oracle NetSuite and Suitepeople or similar systems

**Personal attributes**

* + Ability to juggle conflicting demands and prioritise workload appropriately.
  + Diligent and conscientious with a strong attention to detail and accuracy.
  + Can resolve problems swiftly and effectively and make appropriate decisions.
  + Able to deliver on multiple deadlines for various stakeholders.
  + An interest in the arts and/or higher education sectors.