

General Ledger Accountant Job Description

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| Tenure: | Permanent position, 37.5 hrs |
| Department: | Finance Department |
| Reports to: | Senior Management Accountant |
| Salary: | £38,000-£42,000 FTE |

Purpose of the Role and Main Responsibilities:

The post holder will support the timely and accurate completion of the monthly trial balance and assist the Senior Management Accountant in preparing and providing a management accounting service. The role requires someone with all round experience, who is prepared to learn and understand the processes of a Cambridge College to aid their continued self-development.

The General Ledger Accountant will have broad duties and tasks which are expected to include:

Financial Accounts and Month End

- Monthly preparation of trial balance.
- Monthly balance sheet reconciliations.
- Preparation of monthly accruals, prepayments, and other ad hoc journals.
- Ensure timely reports are available from GP and other spreadsheets to meet others' deadlines.
- Create, maintain, and close GL codes.
- Prepare accounts for clubs and other entities within the College.

Management Accounts, Budgeting and Forecasting

- Support the Senior Management Accountant with monthly management accounts and the budgeting and reforecasting exercises.
- Assist with the preparation and production of timely, accurate and meaningful monthly management accounts including: income and expenditure, cash flows, cost centre reports, commentary, supporting analysis and variance reports.
- Provide budget holders with financial information which meets their needs.
- Assist with the collection and collation of information and data to assist with the preparation of the budget, reforecast and other projections.

Support of Purchase Ledger Function

- Provide support to the Purchase Ledger function, including the following:
 - Review purchase ledger reconciliations.
 - Supporting purchase invoice processing as and when required, for example during annual leave.
 - Invoices posted to capital projects.
 - Aged creditor review.

Support of Sales Ledger Function

- Provide support to the Sales Ledger function, including the following:
 - Review sales ledger reconciliations.
 - Supporting sales invoices processing, including monthly recharges.
 - Aged debtor review.

Financial and Regulatory Reporting (incl. taxation)

- Assist with the year-end routines and support the preparation of draft statutory accounts for the College and subsidiaries.
- This will include liaison with the external auditors during the year-end processes.

Fixed Assets and Project Accounting

- Prepare, monitor and reconcile on a monthly basis the fixed asset register and ledger postings
- Support capital projects, preparing relevant and accurate information.

Systems and IT

- Assist with the continued development and implementation of financial systems and associated peripheral systems, supporting work completed by the Systems, Control and Compliance Accountant.
- Review interfaces from associated systems (KX, Uniware) to ensure they are operating correctly.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the postholder and their line manager. The postholder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

Person Specification

| CRITERIA | Requirement |
|---|--|
| <p>Experience</p> <ul style="list-style-type: none"> • Two years' experience of working in a Finance Dept. preferably as an accountant. • Post qualification experience in financial and management accounting including year-end statutory accounts preparation. • Adept at resolving problems & providing solutions. • Experience of working in a Cambridge College. | <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> |
| <p>Qualifications</p> <ul style="list-style-type: none"> • Part Qualified Accountant or qualified by experience. • GCSE Maths & English – grade 4 / C or above. | <p>Essential</p> <p>Essential</p> |
| <p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Microsoft Packages, especially Excel • Charity SORP/FRS102/VAT • Employment law: RTI/PAYE/NIC and Pensions' regulations • Familiar with accounting software packages e.g. Earnie, GP Microsoft Dynamics software, Kinetics Solutions, Uniware. | <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> |
| <p>Personal Attributes</p> <ul style="list-style-type: none"> • Dedicated to being a team player. • Resilient and calm under time pressure. • A desire to review and improve accounting processes. • Absolute discretion and confidentiality. • A desire & ability to pass on knowledge and train colleagues. | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> |