



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: Management Accountant

Reports to: Head of Management Accounts

Main purpose of the job

To provide financial management support to assigned areas and departments within the Royal Opera House, through the recording and control of costs and trading income and to produce accurate and timely management information, budgets and forecasts for budget holders and the central finance team.

This role is part of the management accounts team within the central finance team, who are assigned to support specific operational areas and projects within the Royal Opera House.

Main Responsibilities

- Producing accurate monthly management accounts, in accordance with agreed timetables, which show actual and expected performance against budget, and providing written commentaries thereon.
- Preparing budgets and financial plans which will form part of the House's overall business planning, covering both production costs, departmental overheads and payrolls, sundry income and capital expenditure; and ensuring that these are kept up to date to reflect changes to assumptions, including formal reforecasts of the current year.
- Processing of all income and costs, including costs of productions and those charged to investments, ensuring that these are correctly coded, authorised, and transacted in a timely fashion and reporting on actual and expected budget variances.
- Controlling and reconciling designated balance sheet accounts.
- Providing financial support to managers and heads of departments to assist them to operate within agreed budgets and identify the financial impact of business changes.
- For relevant departments (as assigned), performing quarterly royalty reconciliation reports to external partners, reflecting movement on royalty advances and processing payments as necessary.
- Adhere to department procedures, confidentiality and data protection protocols, and working practices and work to given priorities.
- Assisting the Head of Management Accounts, or Director of Finance, with ad hoc projects and analysis, as required.

Continuous Improvement

- Work to the highest standards of team working and collaboration within the department and the rest of the organisation
- Maintain own skills and knowledge of the relevant systems and maintain own continuing professional development (CPD)

KPIs

- Production of accurate monthly management accounts and full year forecasts to the agreed timetable.
- Production of budgets and financial plans covering the business plans for relevant departments to the agreed timetable, and the regular updating of these.
- Production of other reports as required, where assigned to relevant departments; this could include WIP reports, royalty reports, stock reports, supporting audit information, etc, to the agreed timetable.
- Work effectively to meet deadlines and organise workload and priorities.
- Effective team working and relationship management with designated departments.

PERSON SPECIFICATION

Essential Skills, Knowledge and Experience:

Accounting

- Part-qualified accountant, studying for CIMA or ACCA or similar, or qualified by experience
- Substantial accounting experience in a progressive and tightly managed medium to large sized business, and sufficient experience in a similar role
- Highly numerate and analytical
- High level of competency in Excel and Word
- Hands on experience of using accounting software systems with an aptitude for learning new systems
- Attention to detail

Workload Management Skills

- Strong organization skills and able to prioritise and deliver high quality work to deadlines with minimal supervision
- The capacity to manage a busy workload, with multiple deliverables and deadlines
- Accuracy and attention to detail
- Commitment to delivering a high standard of work and continuous improvement

People skills

- Able to communicate effectively at all levels within an organization, with strong ability to present information to client groups and stakeholders
- High standard of written and verbal English
- Consistent high level of client service and responsiveness
- Strong team player and good relationship management skills with stakeholders

Job Requirements

- Good track record in attendance and ability to maintain this
- Good timekeeping with ability to work full time office hours

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.