

## **JOB DESCRIPTION**

<b>Role / Title:</b>	Management Accountant, Learning and Participation
<b>Reports to:</b>	Head of Management Accounts
<b>Liaises with:</b>	Director of Learning and Participation, Learning and Participation Resources Manager, and various Heads and their teams

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### **Overall Purpose of the Job**

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.

To provide business and financial support for the Director of Learning and Participation, and key managers reporting to the Director, including the Resources Manager, Head of Thurrock and Thames Gateway, Head of ROH Bridge Programme, Head of Collections and the Head of National Programmes. This includes day to day financial control and reporting, support for longer term strategic planning and review of progress against strategic objectives, and general finance and management information support for individual projects, including provision of information to support fundraising.

### **Main Responsibilities**

#### **Service Provision**

- Provide the Director of Learning and Participation and key managers with accurate and timely financial information
- Take an active role in aiding those senior managers and team members understanding of their financial responsibilities
- Maintain the three-year financial plan and to prepare annual budgets
- Contribute to Royal Opera House strategic plans, business plans and performance reviews as requested
- Prepare timely and accurate monthly management accounts including income and expenditure, balance sheet, cash flows, commitments and key performance indicators
- Develop and implement a value for money evaluation framework, working closely with departmental teams and the Director of Finance
- Monitor project income, costs and commitments against budgets and to ensure all appropriate contractual arrangements are in place
- Support the development of business cases for new projects and assist staff with development and presentation of project budgets
- Support specific fundraising activities and to maintain records demonstrating how specific fund-raising targets match to project costs incurred
- Working with the central Finance Team, ensure complete and accurate transaction processing, payment of suppliers and collection of debts

- Work as a member of the ROH Finance Team with a view to improving the quality and timeliness of management and financial information, and the effectiveness of control and reporting systems across the House
- As needed to complete surveys, statistical returns, cost reports and similar documents required by stakeholders or funders
- Support as needed projects designed to improve the efficiency of the day to day running of these divisions

### **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**

### **Skills, Qualifications and Experience**

#### ***Accounting***

- Qualification from one of the CCAB-recognised Accountancy bodies or equivalent (ACCA, CIMA, ACA etc), or qualified by experience
- Significant accounting experience in a busy, progressive and tightly managed medium sized business, including: monthly reporting, annual budget preparation, financial modelling, cash flow reporting and invoice coding
- 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

#### ***Analytical Skills***

- Ability to 'think outside the box' and to assimilate data into meaningful financial information
- A meticulous and methodical approach

#### ***People Skills***

- Able to communicate effectively at all levels within an organisation, internally and externally
- 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
- Flexible approach to work, willing to play a full role in ensuring the success of a small team

### **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

### **Desirable**

- Experience gained in the Arts, Media, Education or Voluntary sectors
- Experience of SUN accounting system

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

