



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: Management Accountant

Reports to: Head of Management Accounts

Main purpose of the job

To provide business and financial management accounting to assigned areas, (portfolio currently includes the Orchestra of the Royal Opera House)

To provide day-to-day financial control and reporting, support for longer term strategic planning and general finance and management information support for individual projects

To work as 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 deliver a highly professional service to all stakeholders and observe all department protocols for confidentiality and security of financial and personal data

To contribute to a culture of innovation and continuous improvement

Main Responsibilities

Working to priorities set by the Head of Management Accounts:

- Provide assigned Directors and key managers with accurate and timely financial information
- Take an active role in aiding senior managers and team members understanding of their financial responsibilities
- Maintain the three-year financial plan and 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
- Provide financial support to managers and heads of departments to assist them to operate within agreed budgets and identify the financial impact of business changes
- Monitor project income, costs and commitments against budgets and to ensure all appropriate contractual arrangements are in place

- Forecast costings and track expenditure including payroll, short term payroll or cover costs, recruitment and other employment related costs and benefits and provide management information as required
- Support the development of business cases for new projects and assist staff with development and presentation of project budgets
- Support specific fundraising activities and maintain records demonstrating how specific fund-raising targets match to project costs incurred
- Work with the central Finance Team, to 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
- Complete department specific tasks as required
- Complete surveys, statistical returns, cost reports and similar documents required by stakeholders or funders, as required
- Provide support during the year-end and audit process as required
- Support as needed projects designed to improve the efficiency of the day to day running of Finance and the departments you support
- Adhere to department procedures, confidentiality and data protection protocols, and working practices and work to given priorities.
- Assist the Head of Management Accounts, and 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
- Keep in touch with best practice and any updates as relevant to the role
- Look for and suggest improvements to processes and ways of working
- Manage own learning and continuous professional development (CPD) relevant to the role; undertake any training if needed
- Uphold ROH Values and Behaviours across all aspects of the role and support our goals for diversity and inclusion
- Contribute to a culture of innovation and continuous improvement

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 assigned 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
- Uphold protocols on confidentiality and security for all financial data, management information and personal data
- Effective team working and relationship management with designated departments

PERSON SPECIFICATION

Skills, Knowledge and Experience:

Accounting

- Qualification from one of the CCAB-recognised Accountancy bodies or equivalent (ACCA, CIMA, ACA etc), part-qualified or recognised as 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
- Strong spreadsheet manipulation skills and advanced Excel work, proficient in Word
- Hands on experience of using accounting software systems day to day, with proven experience of learning new systems
- Experience of SUN accounting system or transferable skills and the ability to become operational in a short period of time
- Experience of working in either the Arts, Media, Education or Charity sectors, or transferable skills from working in more than one sector

Analytical Skills

- Ability to 'think outside the box' and to assimilate data into meaningful financial information
- A meticulous and methodical approach and good 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
- Consistent performance with regard to accuracy and attention to detail

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

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- Commitment to delivering a high quality service and high standard of work
- Commitment to managing own learning and continuous professional development relevant to the role

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