



# ROYAL OPERA HOUSE

## **JOB DESCRIPTION**

**Title:** Management Accountant, Reporting Lead

**Reports to:** Head of Management Accounts

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### **Main purpose of the job**

To provide business and financial management accounting to assigned areas, reporting and projects (portfolio currently includes Project Renewal), with a focus on process and reporting improvement

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

To contribute to a culture of innovation and continuous improvement

### **Main Responsibilities**

Working to the priorities set and assigned areas:

#### *Process and Reporting Improvement*

- Work to objectives for process and reporting improvements across the Finance function, including
  - the quality and timeliness of management and financial information,
  - the effectiveness of control and reporting systems across the House
- Deliver the monthly management information pack and KPI pack, working on continuous improvement of the pack, through introducing greater efficiency and / or new reporting

#### *Year End*

- Support the preparation of the year end accounts and stats for designated areas, liaising with auditors as required, including the reporting and year end for the Endowment Fund

- Provide support to other designated areas during the year-end and audit process as required
- Prepare annual statutory accounts for various ROH entities (includes REL and other smaller entities), including reconciliation of statutory accounts with management accounts

#### *Project Accounting*

- For designated projects, monitor project income, costs and commitments against budgets and to ensure all appropriate contractual arrangements are in place
- Work closely with Project team to create comprehensive financial plans and track progress as the project advances
  - For any project related fundraising activities, maintain records tracking how specific fundraising targets match project costs incurred
  - Review all Project budgets and monitor change controls, early warnings and contingency drawdowns
  - Set up and manage project cash flows
  - Maintain sufficient contract documentation and check that payments made are in line with contractual terms
  - Track expenditure including staff costs
  - Ensure correct allocation of costs
- Control and reconcile designated balance sheet accounts and project codes
- Liaise with the Project team to keep up to date and have sufficient detail on work in progress to plan and manage costs effectively
- Support the development of business cases for new projects and assist managers with development and presentation of project budgets

#### *Management Accounting for assigned areas*

- 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
- Work with the central Finance Team, to ensure complete and accurate transaction processing, payment of suppliers and collection of debts
- 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
- 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
- Identify and propose 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

**KPI's:**

- Delivery of accurate monthly management accounts, management reporting packs and full year forecasts to the agreed timetable for designated areas
- Identification of areas for improvement in processes and reporting and effective working towards delivery of agreed objectives
- Delivery of budgets and financial plans covering the business plans for relevant departments to the agreed timetable, and the regular updating of these
- Delivery 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, project teams and stakeholders.

**PERSON SPECIFICATION**

**Essential Knowledge, Skills and Experience**

***Accounting***

- Experience in a similar capacity as a Management Accountant, Reporting Lead providing a service to senior management and to the Finance team
- Significant experience of delivering process improvements and reporting including in monthly accounting and management information packs
- Sufficient accounting experience in a busy, tightly managed medium sized business, including: monthly reporting, budget preparation, financial modelling and cash flow reporting.
- Extensive experience of computerised accounting systems, preferably SUN, including report writing.
- Part qualified or qualified accountant from one of the CCAB-recognised Accountancy bodies or equivalent (ACCA, CIMA, ACA etc).
- Relevant experience or understanding of financial reporting standards for a charity.
- Able to manage own continuing professional development and develop areas of specialist knowledge or expertise as needed for the business.

***Analytical Skills***

- Experience of managing preparation of monthly management reports and delivery of analysis
- Strong spreadsheet manipulation skills and advanced Excel work
- A meticulous and methodical approach
- Ability to identify and create improvements in reporting in line with objectives

***Project Management Skills***

- Good track record in delivering accurate, high quality work and reports to deadlines and to required standards
- Strong report preparation and writing skills
- Ability to support existing project management structures and reporting milestones
- Consistent performance under pressure

**Relationship Management Skills**

- High standard of written and verbal English
- Strong relationship building skills and ability to manage relationships with key clients or stakeholders across the organisation.
- Ability to contribute to a high performing team
- Flexible approach to work, willing to play a full role in ensuring the success of the 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.*

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