

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

MANAGEMENT ACCOUNTANT FULL- TIME, PERMANENT

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Conservatoire of Music and Dance

MANAGEMENT ACCOUNTANT

Contract: Full Time, Permanent

Salary: £36,917 to £43,327, Including London Weighting Allowance

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution at the leading edge of music and dance training. The Conservatoire provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

Reporting directly to the Head of Finance, you will perform a crucial role in budgeting, costing, forecasting and the monitoring of financial performance. You will also liaise with a wide range of budget holders, including members of the senior management team, acting as an advisor on financial matters.

You will be CCAB qualified and have experience of working in management accounting. Excellent knowledge and understanding of accounting software and Microsoft Office, particularly Excel, is essential alongside a grasp of what is needed to provide a customer focused management accounting service. Experience with Agresso (our financial system) and working within the higher education sector is desirable.

As an equal opportunities employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

Closing Date: Sunday 19th May 2019 at 23:59 hours BST (No Agencies)

Interview Date: Wednesday 29th May 2019

For any queries about this position that are not covered in the job pack, please email staffrecruitment@trinitylaban.ac.uk or contact Katerina Filosofopoulou, People Services and Resourcing Officer on 0208 305 9476.

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.

Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

JOB DESCRIPTION

Post:	Management Accountant
Department:	Finance
Reporting to:	Head of Finance
Grade:	Grade 7
Contract:	Full-Time, permanent
Line management:	Management Accounting Officer

PURPOSE OF ROLE

To assist the Head of Finance in providing a comprehensive management accounting service for Trinity Laban, ensuring that all functions of the management accounting provision are conducted in a manner that promotes and furthers the corporate and strategic aims of the Conservatoire. In so doing the post holder will:

- Ensure that budgetary control is maintained and the Conservatoire achieves value for money.
- Provide budget holders and senior management with information to assist them with making key strategic decisions.
- Facilitate plans for expansion and sustainability by providing financial analysis and costing for new and existing courses and capital projects.
- Take responsibility for the day-to-day management of the management accounting assistant.

MAIN DUTIES

1. To assist with the coordination of the budgeting and forecasting processes.
2. To produce regular management accounting analyses, ensuring reasons for variances are correctly identified and appropriate action is taken promptly. The process includes correcting coding errors, monitoring of financial performance against budget and explaining variances, forecasting and reporting on Key Performance Indicators (where applicable).
3. To ensure that budget holders and other staff with financial responsibility across the institution are adequately trained and supported by the management accounting team in areas such as budget management, financial planning and investment appraisal.
4. To act as an advisor on financial matters for departments, including attending meetings with a department to discuss and influence performance.
5. To support and assist the Head of Finance with institution-wide accounting issues.
6. To assist in the production of Office for Students (OfS) 5-year forecasts and associated analyses.
7. To assist with the production of TRAC and TRAC(T) annual returns and costing data.

8. To improve and update the Conservatoire's costing model, working closely with the Head of Finance.
9. To provide regular management accounting reporting and analysis for senior management.
10. To help maximise the use of Agresso to improve efficiency and flow of information to financial control and departments.
11. To assist in the management of year-end income and expenditure specific project and capital accounts work.
12. To take responsibility for the day-to-day management of the management accounting assistant.
13. To work on specific projects such as the provision of financial information for investment decisions e.g. cost/benefit analysis, plus ad hoc provision of information as requested.
14. To help develop comprehensive management accounting procedures.
15. To help maintain the budgeting procedure and best practice manual.

OTHER DUTIES

16. Any other duties consistent with both the grade and scope of the post.

THE POST HOLDER MUST:

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department and the Conservatoire wherever possible.

CONSERVATOIRE VALUES:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

MANAGEMENT ACCOUNTANT PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	CCAB recognised accountancy qualification	Essential	Application
	Educated to degree level or equivalent	Desirable	Application
Experience			
	Experience of working in a Higher Education institution	Desirable	Application/interview
	Experience of financial planning, budgetary control and corporate financial reporting	Essential	Application/interview
	Experience of budget holder support, training and development of non-financial managers	Essential	Application/interview
	Experience of mentoring, coaching or managing staff	Desirable	Application/interview
Knowledge or Understanding			
	Excellent knowledge and use of finance packages	Essential	Application/interview
	Knowledge and use of Agresso	Desirable	Application/interview
Skills and Abilities			
	Excellent use of Microsoft Office and email (Outlook)	Essential	Application/interview/test
	Proven analytical and problem solving skills	Essential	Application/interview/test
	Advanced Excel skills, using it to carry out complicated calculations	Essential	Application/interview/test
	Excellent communication skills (both orally and in writing), including the ability to explain financial issues to non-finance managers	Essential	Application/interview/test
Personal Qualities			
	A proactive, customer focused and results orientated approach	Essential	Application/interview
	Well organised with the ability to remain effective when working under pressure and achieve deadlines without sacrificing attention to detail	Essential	Application/interview
	Good interpersonal skills with an ability to relate to a wide range of stakeholders	Essential	Application/interview
	Ability to motivate staff	Essential	Application/interview

Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Full-time, permanent, subject to a 6 month probationary period.
Hours:	35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour).
Location:	You will be based at the Faculty of Dance (Laban building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College).
Salary:	Trinity Laban Staff Salary Scale, Grade 7, Incremental Points 30 - 36, £36,917 - £43,327 p.a., inclusive of a London Weighting Allowance of £3,718 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days p.a. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar months will count.
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
Pension Scheme:	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 18% of pensionable salary.
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban Building, subject to availability.
Cycle to Work:	Access to our cycle to work scheme.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, some of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.

INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only Conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,100 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit trinitylaban.ac.uk