Management Accountant (Finance Team)

We are currently looking for someone who has exceptional financial management skills and enjoys working collaboratively to join our Finance Team.

IfM Engage works with companies, policymakers and other universities to put new ideas coming out of the Institute for Manufacturing into practice. We do this through consultancy, executive and professional education, events and open courses. We work with companies ranging from multinationals to start-ups, policymakers and other universities, in the UK and internationally.

The Management Accountant provides finance support to the IfM Engage team and supports the CFO. They act as first point of contact for our internal team, associates, the University Finance team, bank, HMRC and the company’s payroll and pension providers.

Reporting and Support

This role reports to the Chief Finance Officer and is the line manager for the Finance Assistant.

Role Summary

Financial Management

Maintaining and monitoring contract information, analysing profitability and product revenue
Preparing and controlling monthly and quarterly payrolls, supporting staff with payroll queries
Dealing with all aspects of pension funds
Preparing & discussing departmental accounts with the budget holders and providing accounting support
Supporting integration of finance systems with the company CRM, Zoho
Financial Controls
Supervising all activities, including day-to-day maintenance of purchase and sales ledgers/ reconciliations/ forecast preparation, performed by the Finance Assistant
Reviewing financial information, identification of any issues or trends. Identifying and resolving anomalies
Preparing and controlling quarterly VAT returns, submitting to HMRC and dealing with any queries.
Preparing ad hoc reports and reconciliation of funds as requested

Reporting
Preparing management accounts
Producing information required by the Auditors and University Group Finance, including year-end data
Maintaining cash flow forecasts and revenue forecasts
Supporting the CFO with the preparation of the annual financial accounts

This is a permanent role and is full-time. However, we are open to conversations around flexible working and operate an ‘office first’ hybrid working policy (60% of working time minimum in the office). The salary band for this role is £46,500-£48,500 plus a generous benefits package, including healthcare. We encourage applications from all sections of society.

What we are looking for
Qualifications CIMA/ACCA/ACA or similar qualification and/ or relevant finance degree
Experience 3-5 years’ experience in a similar role
Working autonomously to prioritise and manage workload to deliver against deadlines
Experience of working in a growing company desirable

**Skills**

Good analytical and problem solving skills and an accurate, detailed and logical approach to work

A high level of competency with Microsoft Office, and demonstrable knowledge of, and confidence working with finance software.

Ability to communicate effectively and explain finance to non-finance professionals

Demonstrable experience of good customer service to all stakeholders and customers

An ability to anticipate and highlight potential issues and opportunities

**Traits**

Effective, friendly and professional communication style

Good attention to detail

Willing to adapt

Positive and diplomatic

Structured and well organised

This opportunity closes at 5pm on Thursday 3 August 2023. To apply, please send a CV and covering letter to Alison Martin ifm-engage@eng.cam.ac.uk

Applicants for this role must have the right to work in the UK

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