

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	MANAGEMENT ACCOUNTANT	Grade	D4	Weekly Hours	37
Objective	To provide effective and efficient financial control to MG ALBA. The role of Management Accountant is key in the business and will support the Director of Finance.				
Accountable to	Director of Finance				
Responsible for	<ul style="list-style-type: none"> • Managing budgets as authorised • Payroll administration • Payments within delegated authority levels • Systems and process development • Management and performance of programme audits 				
Working relationships	The post holder will be a key member of the Finance Team and will work in conjunction with all departments and the management team and be required to liaise with budget holders, external programme suppliers and external auditors.				
Key result areas	<ul style="list-style-type: none"> • Working with the Finance Director in the preparation of management accounts and performing programme audits • Monitoring programme performance and Value for Money reports through regular production audits • Storage and maintenance of records, databases and documentation relating to contracts, agreements and finance. • Providing assistance to the Finance & Business Affairs team as required with documentation. • Liaising with Budget Holders to ensure smooth transfer of data and information required • Liaising with third parties and external suppliers to ensure all relevant documentation is in place to enable the timely delivery of contracts and agreements. • Committing enthusiastically to professional development, objective setting and performance appraisals. 				
Key tasks	<ul style="list-style-type: none"> • Financial processing of data to assist the Director of Finance in the preparation of monthly / quarterly / annual accounts and cashflow forecasting • Management of payroll processing • Purchase and Sales Ledger management • Internal controls, ensuring all payments are made within delegated authority levels • Preserving accurate and up to date files, records and correspondence ensuring the maintenance of contractual data to the highest standards. • Maintaining excellent relations with external suppliers to review and monitor progress of projects and report on whether projects are on schedule and to budget. • Collating and providing monthly and quarterly reports to assist in the calculation of statistical data and other management information. • Carrying out programme audits to ensure that MG ALBA funding is properly spent and accounted for. • Setting Audit Timetable, liaising with contacts internally and externally • Working with IT Manager and Director of Finance in specification, development and implementation of a cloud based requisition system • Analyse and evaluate budgets submitted by producers and external suppliers and negotiate to agree an acceptable figure and ensure value for money for MG ALBA. 				

Core skills	<p>The post holder should possess the following skill sets and competencies:</p> <p><i><u>Essential</u></i></p> <p>Professional chartered accountancy qualification or relevant equivalent business qualification and experience.</p> <p>Desire to progress career and take an active role in business improvement initiatives.</p> <p>Methodical approach to work and strong attention to detail.</p> <p>Excellent organisational and planning skills.</p> <p>High level of numeracy and accuracy skills.</p> <p>Excellent interpersonal and communication skills (verbal and written)</p> <p>Ability to build and maintain first class working relationships within MG ALBA and externally with clients, suppliers and partners.</p> <p>Ability to prioritise workload, capability of working to tight deadlines and under pressure and possess resilience with a calm approach.</p> <p>Ability to use own initiative and work unsupervised.</p> <p>Ability to problem solve as required and anticipate issues in advance, providing solutions, recommendations and escalation as appropriate.</p> <p>Ability to be flexible and adopt an adaptable approach to a variety of situations within the work of the Finance/Business Affairs Team.</p> <p>Excellent presentation skills.</p> <p>Excellent IT skills and competency in the use of full suite of MS Office applications, in particular Word and Excel.</p> <p>Fluent Scottish Gaelic speaker or a learner committed to attaining fluency.</p> <p><i><u>Desired</u></i></p> <p>Proven track record of project management working within time and budgetary targets.</p> <p>Proven negotiating and influencing skills.</p> <p>Proven experience in a business/commercial environment.</p>
Time horizon	Permanent

To Apply:

Please submit a current CV and covering letter, ensuring that you address all aspects of the core skills requirements in your application.

Formal applications should be submitted by Friday 3rd November, 12pm. Please submit to Claire Macleod, HR Advisor claire.macleod@mgalba.com

Informal enquiries can be made to Claire Macleod, HR Advisor, claire.macleod@mgalba.com or Neil Graham, Director of Finance, neil.graham@mgalba.com