

**Management Accountant (Commercial Operations, Schools and Facilities)
Finance Department
Salary up to £36,500 plus attractive benefits
Temporary maternity cover contract, approx. 12 months**

The Royal Academy of Arts is one of the UK's leading arts institutions, famous for its world class exhibitions including Van Gogh, Anish Kapoor and David Hockney. An opportunity has arisen for an experienced Management Accountant to join our Finance team.

Reporting to the Senior Management Accountant, we are looking for a part qualified or qualified Accountant with practical experience of management accounting and control procedures. You will undertake the day-to-day management of accounts for a wide range of activities and departments across the Academy.

An energetic self starter, you will have the ability to plan, manage and control complex workloads to tight deadlines. You will also have specialist SUN Accounts systems experience along with excellent spreadsheet skills.

You will need a confident manner, working closely with non-financial staff and senior management and will have the ability to ascertain and explain the budget impact of all aspects of exhibition accounts. As such, the ability to establish good working relationships within the RA is essential.

To apply for this job, please send your CV and cover letter to recruitment@royalacademy.org.uk

Suitable candidates will be invited for interview within two weeks.

JOB DESCRIPTION

Job Title: Management Accountant (Commercial Operations, Schools and Facilities)
Department: Finance
Reports to: Senior Management Accountant

MAIN OBJECTIVE

Under the general direction and management of the Senior Management Accountant:

- To provide timely and accurate management accounting information and to further develop reports to enable performance evaluation, budgetary control and promote accountability.
- To provide decision support and to act as a business partner to Royal Academy Enterprises Ltd (RAE) (a trading subsidiary of the Royal Academy of Arts (RA), undertaking retail operations, including e-commerce) and other designated departments (Schools and Facilities).

MAIN DUTIES

1. Produce timely and accurate monthly management accounts for designated departments. This includes preparation of accruals, prepayments, stock and deferred income journals and importing them into SUN Accounts.
2. Work closely with the departments to ensure that all income and costs are captured and reported accurately in line with the reporting timetable; to provide variance analysis for actuals versus budget/forecast and to ensure that correct authorisation procedures are followed.
3. Provide financial analysis and variance reporting for all areas pertaining to the management accounts for inclusion in the monthly MIP (Management Information Pack) as well as for the strategic MTP (Medium Term Plan) and other management information. Develop and report on key performance indicators (KPIs), in particular for Commercial Operations (undertaken through RAE) and similarly provide variance analysis.
4. Regularly meet and liaise with budget holders within various departments to ensure appropriate reporting, budgeting and forecasting.
5. Support the Managing Director of RAE in providing the monthly 'Flash Report' that includes key performance indicators (KPIs) (e.g. conversion rates, retail spend per visitor, spend per customer (or Average Transaction Value (AVT)), gross and net margin analysis and any other metrics driving and evaluating business decisions) and the consolidated financial summary for presentation to the RAE Board.
6. Support the Curator of the RA Schools by ensuring that all funded activity is properly matched to the relevant donations and that the transfers from the School's Endowment and other Trusts that support the RA Schools are done accurately to facilitate the annual programme and running of the Schools.

7. Participate in the budgetary process in terms of collecting, recording and processing relevant data, as well as importing the final budgets into SUN Accounts.
8. Act as the Finance Stakeholder on RAE, including new initiatives like the expansion of online retail.
9. Report on third party catering sales to Managing Director of RAE and monitor performance in line with contract terms.
10. Provide detailed transaction reports to departments for reconciliation purposes.
11. Liaise with external auditors and compile year end schedules for the annual audit, as required by the 'prepared by client' list.
12. Deal with ad hoc internal and external enquiries as required.
13. Inform Senior Management Accountant and Finance Director of any activities impacting on financial performance as they arise within designated departments.
14. Undertake any other duty, which may reasonably be allocated by the Senior Management Accountant, Finance Director, CFO or other Senior Officer.
15. Ensure that Health and Safety policies, procedures and regulations are known, understood and complied with by yourself, your team (if applicable) and any contractors, suppliers and all others who work with the team.

PERSON SPECIFICATION

- Part-qualified (with a positive approach to undertaking further study towards professional accounting qualification) or qualified accountant.
- Demonstrable experience of management accounting and control procedures is essential.
- Financial systems experience – preferably SUN Accounts, in particular experience of Vision / Executive. IPOS experience would be an advantage.
- Excellent IT skills; advanced user of Excel and PowerPoint.
- Ability to plan, manage and control complex workloads to tight deadlines.
- Well organised with a methodical and accurate approach to work.
- An active approach to improving processes and developing the use of systems.
- Strong written and oral communication skills.
- Ability to advise non-specialist colleagues and non-financial managers on complex technical financial matters.
- Establish positive, productive working relationships and work closely with internal colleagues.
- Excellent attention to detail.
- Flexible and co-operative approach to work as a team member initiating and building on ideas, prepared to work to deadlines and to see projects through to completion.
- An interest in the visual arts and a commitment to the aims and objectives of the RA.