

Management Accountant – Exhibitions and Artistic Programmes
Finance Department
Salary up to £36,500 plus attractive benefits

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 the Exhibitions and Artistic Programmes department.

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: Management Accountant - Exhibitions and Artistic Programmes
Department: Finance
Reports to: Senior Management Accountant

MAIN OBJECTIVES

Reporting to the Senior Management Accountant:

- To provide timely and accurate management accounting information and to further develop reports to enable performance evaluation, budgetary control and to promote accountability.
- To provide decision support and to act as a business partner to the Exhibitions and Artistic Programmes Department (“Exhibitions”)
- To support the Finance and Exhibitions by providing a comprehensive exhibitions accounting service, which includes producing timely and accurate monthly management accounts, budgeting and forecasting (with an emphasis on the exhibition programme and related areas).

MAIN DUTIES

1. Produce timely and accurate monthly management accounts, particularly in relation to Exhibitions and other designated departments (including Marketing and Communications) in line with the reporting timetable. This includes preparation of accruals and prepayments journal, importing these into SUN Accounts as well as analysis and commentary to highlight particular areas of concern, for further investigation and discussion.
2. Provide decision and business partnering support to Exhibitions in the financial planning process, in particular the Medium Term Plan (MTP) in support of the Strategy team; annual budget and quarterly forecasts, as well as consolidating departmental input (collecting, recording and processing the relevant data) and importing the final budget/reforecasts into SUN Accounts and ensuring that all reporting deadlines are met.
3. Work closely with Exhibition Managers and Curators and provide financial guidance on the impact of projects in relation to the exhibition programme, ensuring cost management is in place and realistic figures guide and advise programme planning. Attend planning meetings and discuss financial impacts of potential exhibition dates and venues.
4. Liaise with budget holders and relevant departments to ensure that all income and costs are captured and reported accurately in line with the reporting guidance and within the reporting timetable; to provide variance analysis for actual versus budget/forecast and to ensure that authorisation procedures are duly followed.

5. Provide financial analysis and variance reporting for all areas pertaining to the management accounts for inclusion in the MIP (management information pack) provided to the Executive Board, as well as for the MTP and other senior management information. Develop and report on key performance indicators (KPI) pertaining to Exhibition activities as part of the MIP / MTP and similarly provide variance analysis.
6. Produce the exhibition summaries for next 3 years and support the Director of Exhibitions/Artistic Programmes and his direct reports (including Heads of Exhibitions, Library & Collections, Architecture, and Learning).
7. Work closely with the Communications department in order to set up attendance targets for exhibitions and ticket prices.
8. Liaise with external auditors and compile year end schedules for the annual audit, as required by the "Prepared by Client" list.
9. Maintain and implement procedures to facilitate the accounting of shared costs with other institutions.
10. Keep the Senior Management Accountant and Finance Director informed of all activities or initiatives impacting financial performance as they arise, including updates to identified budget and reforecast "risks and opportunities".
11. Finance stakeholder for Exhibitions, including new business initiatives such as Commercial Learning and Artwork Sales.
12. Undertake any other duties or projects, which may reasonably be assigned by the Senior Management Accountant, Finance Director or other Senior Officer.
13. 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.
- Strong skills in financial systems – 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.
- Excellent analytical 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.