



JOB DESCRIPTION

JOB TITLE : Cost Accounting Manager

DEPARTMENT : Finance

LOCATION : Shepherds Bush, London

POSITION : Full-time, permanent

REPORTING RELATIONSHIPS:

Reports to : Head of Management Accounting

Key Purpose

Manage the team which produces and analyses all costs data (inc staff headcount and freelancers) for actuals, monthly forecast and annual budget.

Activities / Responsibilities

- 1 Manage a team of 7 management accountants (4 direct reports and 7 in total). Manage the day to day supervision, training and development of the team. Provide objectives and appraisals on an annual basis.
- 2 Run the month end process for costs and make sure all deadlines are met. Provide commentary and analysis of costs against Budget and latest forecast.
- 3 Run the monthly forecast process for costs and make sure all deadlines are met. Provide commentary and analysis of costs against Budget and previous month's forecast. Provide details of Risks and Opportunities for costs to ensure that BPP are able to manage the expectations of its shareholders.
- 4 Ensure that spending is recorded accurately in the books. Invoices are coded to the correct Nominal/Cost Centre and Project. This will ensure that variances generated are a true reflection of current financial position. Provide guidance to the business of the coding structure.
- 5 The management accounting team needs to work as a business partner with the company: need to provide monthly reports to the business so that they are held accountable for their variances against forecast and budget. Need to work with the business to make sure that the latest forecast is as accurate as possible to ensure that variances are kept to a minimum. Gain an understanding of each area so as to assess the financial risks and opportunities. Meet with each Budget holder on a regular basis to support them in meeting their financial targets
- 6 Analyse capex for the business and ensure that capex stays within Budgeted targets. Provide analysis each month showing variances against Budget and latest forecast. Ensure that capex is re-forecasted each month and provide analysis against previous forecast and Budget.
- 7 Provide monthly summary analysis of headcount and related costs to senior management.
- 8 Assist the business with the annual Budget process by engaging with Budget holders to deliver Budgets within targets. Develop a process that collects the Budgets from the business along with bottom up drivers that support the budget for each nominal.
- 9 Maintain the integrity of the internal control environment (SOX) around the month end process.
- 10 Full balance sheet reviews on a monthly basis, look to continually improve balance sheet reconciliations each month. Follow up on queries. Ensure that balance sheet accurately reflects current assets and liabilities of the relevant area of the business (i.e. accruals).

- 11 Support the technology strategy of finance by assisting with implementations through testing of new systems.
Support the technology strategy of the business by assessing the impact of changes in technology on finance.
- 12 Provide support during the annual audit process by working with the auditors to answer queries and provide analysis as required in a timely manner.

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Skills / Capabilities

Accounting qualification with at least 3 years PQE

Management Experience – has experience management a small team of people

Advanced IT skills (Excel and Powerpoint)

Positive attitude and aptitude for change

Record of displaying initiative and innovative ideas

Used to dealing with Senior non-financial managers

Other unspecified tasks that are commensurate with the level of the position as specified by management

As with all Finance Dept jobs - changes will be required from time to time to reflect changes in the company structure and the emergence of new and improved systems and processes

How to apply: Please send your full CV with a covering letter stating why you feel you would be suitable for this role to: vacancies@bpp.com

Please enter the title of the role for which you are applying and where you saw the position advertised in the Subject field of you email.