

**Role:** Management Accountant  
**Package:** Pension, Unlimited leave, Flexible working, Death in Service  
**Location:** Remote working  
**Salary:** £40,000 - £50,000 dependent on experience  
**Working Hours:** Full-time  
**Reporting to:** Financial Controller

**Role:**

Corndel is seeking a hard-working individual to join our Finance Team reporting directly to the Financial Controller.

You will join a company which is breaking new ground and offering a more intelligent, more dynamic and more achievable way of developing people through a world class programme of vocational learning. Corndel delivers a range of programmes, including Leadership and Management, Data Analytics and Software Development. This is your opportunity to work with some of the largest and highest profile businesses in the UK, helping them and their staff succeed.

**You will:**

- Be responsible for the production of management accounts at month end
- Supervise the accounts assistant's areas of work including
  - Expense approval
  - Purchase Ledger
  - Bank Reconciliations
  - Fixed Asset Register
- Submit payments for Approval via the Barclays web interface; Approve banking payments within limits
- Being responsible for invoicing and billing arrangements, reporting and reconciliations with our strategic partners
- Work with our compliance team to ensure correct invoicing to the Education and Skills Funding Agency each month
- Answering client queries in relation to the above
- Preparation of VAT returns for review by the Financial Controller;
- Support the Financial Controller and FP&A function with forecasting and strategic planning
- Review awarding body reconciliations to ensure accruals and recharges are correct.
- Prepare supporting evidence necessary for external financial audit
- Credit control – chasing outstanding commercial invoices for payment
- Help other new staff get setup for finance processes: expenses training, purchase order system, adding them to the pension scheme, and ensuring their personnel folders are up to date
- Other duties as may be required from time to time
- Act as a Finance Partner to the business

## **Person Specification**

Corndel is looking for exceptionally talented people who want to make a difference and who are used to working hard and achieving personal success. People who understand the complexities, challenges and satisfaction of quality assuring and enjoy seeing a job well done and seeing people succeed and achieve their ambitions and want to be part of making this happen.

### **Skills - Essential**

- Fully qualified, studying CIMA, ACCA, ACA or equivalent
- Very strong logic and mathematical abilities
- Experience of preparing management accounts (12-18 months)
- Strong verbal reasoning
- IT literate
- Attention to detail
- Strong organisational skills

### **Skills - Desirable**

- Experience with Sage an advantage
- Proficient in Microsoft excel

### **Personality and Attitude**

- a can-do and upbeat attitude to work, colleagues and clients
- a self-starter and self-manager who can get things done and work systematically and thoroughly
- an inquisitive mind, able to find things out and problem solve. Solutions focussed with detailed attention to both the outcomes and the inputs to secure them
- with integrity and standards that mirror those of Corndel – where people and success matter
- A passion for continued professional and personal development
- Ability to adapt priorities quickly, to be pro-active and to work within strict deadlines
- Ability to work autonomously and at the same time pro-actively work with finance counterparts and various functions across the business

**Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role**

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