

Senior Financial Accountant
Finance Department
Royal Academy of Arts
Up to £45,000 plus attractive benefits

The Royal Academy of Arts (RA) is one of the UK's foremost arts institutions, best known for its programme of world-class exhibitions including *The Real Van Gogh*, *Anish Kapoor* and *David Hockney RA: A Bigger Picture*. Its vision is to be a clear, strong voice for art and artists. Its public programme promotes the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate.

We are looking for a qualified accountant to join the Finance Department as the "number two" in the Accounting Services team (currently a team of 12), which provides transaction processing services and oversees the control and compliance activities for the RA. You will be a recently qualified accountant, perhaps looking for a first move out of practice, with strong technical skills. An audit background is desirable, as a major part of this role is supporting the statutory accounts reporting process and wider compliance activities at the RA. Experience of charity SORP accounting is highly desirable.

You will be an advanced user of Excel and ideally will have had exposure to Sun Accounts (Vision/Executive) and i-POS.

You will be well organised, with excellent attention for detail and possess strong analytical skills. The ability to advise non-specialist colleagues on complex technical financial matters, build rapport and establish collegiate professional working relationships are all key to this role.

Candidates who would like to be considered should send their CV and cover letter to recruitment@royalacademy.org.uk. We will meet candidates meeting our criteria on an ongoing basis.

JOB DESCRIPTION

Title:	Senior Financial Accountant
Department:	Finance Department
Reports to:	Head of Accounting Services
Responsible for:	RA Accounting Services team based in London

MAIN OBJECTIVES

- To be the “number two” to the Head of Accounting Services (HoAS) and have delegated authority to deputise for HoAS, when required, for the RA Accounting Services team (including Financial Accounting, Cashiers, Friends Finance and Payroll)
- To support the HoAS, as required, to oversee the RA transaction processing services (including General Ledger, Accounts Payable (including expenses) and Purchasing, Accounts Receivable (credit control and billing), Payroll, Cash Management and Fixed Assets)
- To work closely with the Director of Finance (FD) and HoAS to oversee control and compliance activities (including preparation of annual statutory accounts and liaison with Auditors; completion of all statutory and tax reporting; review and completion of balance sheet reconciliations; monitoring implementation of Internal/External Audit recommendations); to ensure the safe stewardship of RA assets through the implementation and monitoring of a sound control environment; and to contribute to the effectiveness and development of all financial systems and processes
- To establish working relationships with colleagues at the RA to facilitate all aspects of transaction processing and control and compliance activities to the wider RA.

MAIN DUTIES

1. Manage the maintenance of general ledger records, ensuring accuracy, timely accounting, resolving issues and queries, as required.
2. Prepare the annual statutory accounts and audit files for six “group entities” and the independent trusts, including the RA trading subsidiaries, the Royal Academy Trust and the Royal Academy of Arts Pension Scheme (defined benefit) and to support the HoAS in the preparation of the consolidated and published RA accounts and to liaise with the HoAS/FD and external auditors, as required.
3. Complete and review balance sheet reconciliations to ensure that the information reported in the management accounts accurately reflects the financial performance of the RA and provides an audit trail to appropriate source data.
4. Support the HoAS and as a delegated authority, manage and direct the Financial Accounting team and oversee the work and operation of the Cash Office, Friends Finance Team and Payroll.
5. Prepare a monthly dashboard report of Key Performance Indicators across transaction processing and control and compliance activities.
6. Contribute to the overall development of systems, processes and procedures within Finance – working closely with the HoAS and FD, as appropriate and as directed.

7. Undertake periodic review and update of the RA Policies and Procedures Manual.
8. Review the effectiveness of current systems and processes, and evaluate the impact of new systems or changes and implement any improvements required, including maintaining a tracker and dashboard for remedial actions identified from Internal Audit or External Audit reports and following up with action owners both within Finance and the wider RA to ensure timely resolution and solution implementation.
9. Prepare and duly submit timely statutory and tax reports, including VAT returns; National Statistics Surveys; Gift Aid submissions and Charity Commission returns.
10. Prepare and process the monthly payroll journal from Payroll exports received (in current absence of an automated, integrated solution).
11. Provide financial analysis relating to the financial accounts for inclusion in management papers and reports, specifically the Balance Sheet and Cash Flow statement.
12. Identify areas, which may have a potential VAT impact or impact on current VAT treatment, and brings these to the attention of the HoAS.
13. Provide guidance on the financial impact of projects, as requested.
14. To support the HoAS who is the main contact point to the accounting software service provider, for issues relating to Sun Systems (including iPOS).
15. Provide assistance and training for other members of Finance (or wider RA) on use of Sun Systems (including iPOS), Vision XL and Microsoft Excel.
16. Assist in the preparation of long term financial planning.
17. Undertake any other duty, which may reasonably be allocated by the FD or other senior officer, including the Chief Financial Officer (CFO).
18. Ensure that Health and Safety policies, procedures and regulations are known, understood and complied with by yourself, your team and any contractors, suppliers and all others who work with the team.

PERSON SPECIFICATION

- Qualified accountant (ideally ACA or ACCA).
- Experience of Charity SORP accounting is desirable.
- Demonstrable experience of management accounting and control procedures is desirable (but candidates making a first move from practice will be fully considered).
- 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.
- Excellent attention to detail.
- 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.
- Strong 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.
- 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.