

## MARYLEBONE CRICKET CLUB (MCC)

### JOB PROFILE

<b>Job Title</b> Head of Management Accounting	<b>Department</b> Finance
<b>Reporting to</b> Assistant Secretary (Finance)	
<b>Contract type</b> Permanent	
<b>Working hours</b> Monday to Friday inclusive, 09:00 – 17:00hrs with one hour unpaid lunch break for every day worked. Total of 35 working hours per week.	
<p><b>Key Purpose of Role</b></p> <ul style="list-style-type: none"> <li>▪ To lead and coordinate the provision of financial management information and decision support to all areas of MCC.</li> <li>▪ To manage the budget and reforecasting processes to enhance budget holder accountability and robust cost management in a 'no surprises' environment.</li> <li>▪ To improve the quality of the financial appraisal and analysis of prospective projects and initiatives to ensure the financial implications can be fully considered before decisions are taken.</li> </ul>	
<p><b>Key Tasks and Accountabilities</b></p> <p><b>Management Reporting:</b></p> <ul style="list-style-type: none"> <li>▪ To further develop the quality and usefulness of MCC's management reporting to include financial and non-financial key performance indicators (KPIs).</li> <li>▪ Improve the month end process to reduce the effort required so that the month end close can be efficiently achieved during the season and shortened in the off-season.</li> </ul> <p><b>Budget and Reforecast Processes</b></p> <ul style="list-style-type: none"> <li>▪ To further improve the quality of the budgeting process using a zero-based approach.</li> <li>▪ To develop a medium term strategic plan process to dovetail with the budget to provide MCC with three year visibility to ensure that capital expenditure and ground development plans can be met.</li> </ul> <p><b>Decision Support and Business Partnering</b></p> <ul style="list-style-type: none"> <li>▪ Develop strong relationships with all budget holders to help them manage their budgets and promote good financial decision making.</li> <li>▪ Strengthen the level of financial awareness and budget holder accountability across MCC.</li> <li>▪ Identify and help drive initiatives to increase profitable revenue across MCC.</li> <li>▪ Take a leadership role in identifying and realizing opportunities to reduce cost through eliminating non-value added activity across the organisation.</li> </ul> <p><b>Team Development</b></p> <ul style="list-style-type: none"> <li>▪ To work collaboratively with the management accounting team to ensure that each member of the team achieves their full potential while working towards common goals.</li> <li>▪ Deputise for the Assistant Secretary (Finance) as required.</li> </ul> <p><i>This job profile is not an exhaustive or definitive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job profile and duties might be amended as the job evolves in light of the needs of the business and/or at the discretion of management.</i></p>	

**Variations of job relating to Major Matches**

- Any other duties as required whether in the Department or elsewhere around the Ground.
- Attendance at all Major matches with extended hours as appropriate.
- Wearing of any required uniform.

**Health and Safety**

- At all times to be responsible for the safety of yourself and others through adherence to MCC (and legal) safety rules and procedures.
- To communicate necessary H & S information to visitors/customers.

**Values and Behaviours**

- Have a positive and proactive approach to all elements of the role.
- Take responsibility for own actions and outputs.
- Be respectful to all staff and visitors.
- Actively promote teamwork by supporting others and sharing knowledge.
- Deliver high quality work/service in a timely way.

**Person Specifications, Skills & Qualifications****Essential**

- To be a qualified Accountant with good experience of management accounting, reporting, budgeting, and forecasting,
- Ability to develop strong relationships and rapport with all members of staff
- To have an advanced level of Excel skills.
- To have good verbal and written communication skills and be able to present to senior management.
- To be able to work accurately and efficiently and with attention to detail.
- Strong experience of financial forecasting.

**Skills**

- Able to communicate complicated issues in a simple manner with the ability to provide back-up information / rationale as required.
- Ability to write comprehensive written reports to supports budgets and reforecasts
- Ability to work collegiately with different operational teams and individuals.
- Able to quickly build trust and maintain relationships.

**Desirable**

- Experience of MS Dynamics GP and Management Reporter.
- Experience of developing systems and processes to improve efficiency.
- Experience of working in event-based organizations.

**Written by** Alastair Cameron**Date** July 2016**Accepted by****Date**