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**JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE: Project Accountant - Conserving the Historic Estate (CHE)**

**REPORTS TO: CHE Project Manager**

**HOURS: Full-time, fixed three -year contract**

**with an opportunity to extend subject to funding**

**SALARY: £28,000+ dependent on experience**

**LOCATION: Coalbrookdale Head Office, with regular work across all sites**

**FUNCTION: To support the CHE Project Manager to effectively monitor and control costs within the CHE budget, analysing spend, making recommendations to improve financial performance and providing financial stewardship.**

**CONTEXT:**

Following a comprehensive Quinquennial Review carried out by external consultants in 2021, IGMT has been successful in securing £9.9m from the National Heritage Memorial Fund (NHMF) <https://www.nhmf.org.uk/> to implement an extensive programme of repair and conservation works across heritage assets (51 discreet projects in total) all situated within the Ironbridge Gorge World Heritage Site. The Trust is now seeking to recruit a Project Accountant to provide financial support in the delivery of this three year project. They will be accountable for monitoring the progress of the project, looking into variances and providing financial stewardship.

**DUTIES INCLUDE** (but not limited to)**:**

* Reporting of expenditure against project budget, analysing of expenses and providing commentary
* Updating project forecasts
* Monthly cashflow forecasting
* Assisting with the procurement of goods and services in line with IGMT procurement policy
* Ensuring procedures and controls are adhered to
* Assisting Project Manager to prepare project progress reports for internal and external stakeholders
* Improving financial systems and procedures to continually improve quality and timeliness of financial information
* Ensure terms of grant are adhered to
* Attendance at project meetings and presentation of financial information
* Provide project information for annual audits and liaise with auditors where necessary

**PERSON SPECIFICATION**

**Essential**

* Minimum of part-qualified accountant
* Minimum of intermediate Excel/systems skills

**Personal Aptitudes**

* Analytical skills
* Outstanding attention to detail
* Ability to quickly interpret facts and compare data
* Excellent written communication and presentation skills
* Ability to work on own initiative
* Ability to work in and adapt to a rapidly changing environment
* Ability to present financial information to non-financial stakeholders

At IGMT our commitment to diversity and equality is a long-standing one. We believe that heritage, culture, and arts organisations should ensure that their work draws on and reflects the full range of backgrounds and perspectives to be found in our society. Disabled, D/deaf and/or neurodivergent people, those from Black, Asian, and Ethnically Diverse backgrounds are under-represented in our workforce so we particularly encourage people from those backgrounds, identities, and experiences to apply.

**How to apply**

For more details please contact [humanresources@ironbridge.org.uk](mailto:humanresources@ironbridge.org.uk) or visit: [www.ironbridge.org.uk/about-us/job-vacancies](http://www.ironbridge.org.uk/about-us/job-vacancies) From here you can choose to apply using our online form or alternatively download a Word or PDF version of the application form and email your completed application to [humanresources@ironbridge.org.uk](mailto:humanresources@ironbridge.org.uk)

Closing date for applications is 3 May 2022.

Signed (Postholder) ……..……………………….. Printed …………..……………. Dated …………

Signed (Line Manager) ……..……………………….. Printed …………..……………. Dated …………

This Job Description is subject to periodic review.