

## Candidate Information

<b>Position:</b>	Management Accountant
<b>School/Department:</b>	Financial Management and Resource Utilisation
<b>Reference:</b>	19/107979
<b>Closing Date:</b>	Monday 9 December 2019
<b>Salary:</b>	Salary will be commensurate with stage of career.
<b>Anticipated Interview Date:</b>	Week commencing 6 January 2020

### JOB PURPOSE:

To provide a comprehensive, professional financial management service to Directors in Professional Services with a remit to produce timely business critical information and analysis, assist accurate decision making, risk assessment, planning and to provide rapid response trouble shooting when necessary.

### MAJOR DUTIES:

1. To prepare detailed annual budgets at Directorate and Professional Services level on a "total economy basis" and ensure that these are regularly reviewed and updated and that they accurately reflect the underlying level of costs within the context of the broader University Strategy.
2. To prepare accurate in-year estimates which are representative of trends within Professional Services to pre-defined deadlines. These estimates are consolidated into the Corporate estimates which are presented to the University Executive Board and Planning and Finance Committee.
3. To review monthly performance against budget/estimate and provide detailed analysis and commentary on Professional Services/Directorate performance hi-lighting positive and negative trends on a quarterly and year to date basis to predefined deadlines.
4. To develop and provide a suite of dynamic financial management reports to support the "total economy" business of Professional Services and Registrar's Group.
5. Assist the production of the University's monthly management accounts and development of timely and accurate corporate information including production of the University's Financial Forecasts (5 year financial strategy) and Estimates (current and one year ahead) and Corporate Financial Report (in year).
6. To work as a financial business partner with Directors and their senior management teams in preparation of their financial plans in order to produce the University's five year strategic/corporate plan.
7. To proactively identify and report to Senior Management, financial risks both in year and for future periods. Having identified the financial risk work closely with the Director/Head of Service to identify timely solutions that mitigate financial risk ensuring financial understanding of relevant issues and provide professional financial management.
8. To review performance against key financial targets and highlight at an early stage variances from approved targets.
9. Act as a key interface between the Finance Directorate and the Finance Teams in Student Plus and Marketing, Recruitment, Communications and Internationalisation.
10. To represent the Finance Directorate and provide financial management expertise in a range of forums including multi-disciplinary teams, committees and Steering Groups.
11. Responsible for the accounting and reporting arrangements for special initiatives projects in Professional Services and funded from the Department for Economy (DfE) or other funding bodies ensuring the external reporting and accounting requirements are met. To work with project leaders to ensure expenditure is tracked accurately and that maximum financial benefit is derived from resources available within the funding period.
12. To ensure that financial and information systems are in place to enable the regular and systematic review of actual performance against budget, both in financial and non-financial terms and to assist in the development of the financial systems budgetary control/procedures within the University.

13. Prepare and evaluate investment/economic appraisals and business cases to support proposed University developments. Ensure all decisions are informed by a clear understanding of financial and commercial issues.
14. To provide guidance and support to non financial users and to participate in the delivery of training programmes on financial management and budgetary control to budget managers.
15. Undertake any other duties required by the Director of Finance.

**Planning and Organising:**

1. Highly organised, self starter, with the ability to work on own initiative.
2. Plan and organise individual work schedules of self and Management Accounting Assistant to ensure the delivery of a professional financial management support service to budget holders and to deal with ad-hoc requests for financial information on a daily basis.
3. To balance the internal corporate demands of central financial reporting against the provision of professional support to budget holders within Directorates.
4. To manage conflicting priorities in an environment of competing needs and changing priorities. To plan and organise work to adhere to appropriate cycle of business timescales.

**Resource Management Responsibilities:**

1. Direct work of supporting staff and allocate resource to best meet departments competing needs and deadlines.
2. Responsible for the preparation of detailed budgets / business plans for a range of activities within Professional Services and for the ongoing analysis and reporting thereof.
3. Advise and influence senior management within Professional Services on the internal allocation and management of resources.

**Internal and External Relationships:**

1. Provide professional financial expertise and guidance at senior levels across the University (e.g. Directors, Heads of Unit, University Committees) and through representation on a number of groups.
2. Represent and promote the Finance Directorate and University at both internal and external meetings.
3. Work closely with Budget holders to listen and respond to business requirements and develop and improve perception and performance of the overall Finance Directorate acting as the main point of contact for the Finance Directorate.

**ESSENTIAL CRITERIA:**

1. \* Honours degree (or equivalent qualification) in any subject.
2. \* A member of a recognised accountancy body (ACA, ACCA, CIMA, CIPFA or equivalent).
3. \* Minimum 5 years' relevant experience in an accounting/finance environment working with large and complex accounting systems.
4. \* Staff management experience.
5. \* Experience in the use of complex computerised accounting systems.
6. \* Experience and knowledge of the relevant accountancy practices/professional guidelines.
7. \* Extensive knowledge and experience of IT packages, in particular spreadsheet design and usage.
8. Well developed communication and interpersonal skills.
9. Well developed analytical and problem solving ability.
10. Ability to monitor performance effectively and set and achieve clear objectives.
11. Able to work on own initiative and as part of a team.

**DESIRABLE CRITERIA:**

1. \* Experience of working in Finance within a large public sector organisation.
2. \* Experience of Agresso Business World.
3. Appreciation of HE policies and funding arrangements and wider issues affecting the sector.