

Candidate Information

Position:	Costing Analyst
School/Department:	Financial Management and Resource Utilisation
Reference:	19/107981
Closing Date:	Monday 9 December 2019
Salary:	Salary will be commensurate with stage of career.
Anticipated Interview Date:	Week commencing 6 January 2020

JOB PURPOSE:

Take day to day responsibility for the delivery of the University's Transparency Review Approach to Costing (TRAC), the annual TRAC and TRAC(T) reporting, the administration of the University's research costing system together with the management and maintenance of the University's Equipment register, Strategic Research Equipment Fund and Green Revolving Fund.

MAJOR DUTIES:

1. Maintain and develop the University's costing procedures to ensure full compliance with the national TRAC Guidance. Particularly:
 - To ensure that all cost drivers, including the Time Allocation System used for academic staff, are appropriate, accurate and robust.
 - Keep abreast of national costing developments and make sure the University's processes and systems are updated accordingly.
 - Calculate indirect and estates charge out rates for research activity in accordance with TRAC guidance and ensure systems are updated accordingly.
2. Co-ordinate the collection of Time Allocation Schedules (TAS) from all academic staff three times a year, quality assure the data collected and present the results in a format suitable for use in the annual Transparent Approach to Costing (TRAC) process.
3. Take responsibility for the annual TRAC and TRAC(T) reporting requirements of OFS and DfE and participate fully with the annual national benchmarking process.
4. Provide a professional service as required to cost research facilities across the university, including the range of Core Technology Units in the MHLS Faculty.
5. Play a lead role in preparing and presenting papers to the University's TRAC Development Steering Group (TDSG).
6. Take a lead role in the maintenance and development of the University's research grant costing system (Black Dackel). This will involve ensuring all interfaces are accurately updated, managing user access controls and ensuring all periodic updates are applied accurately on a timely basis.
7. Assist fully in developing and delivering training programmes for both TRAC and the research grant costing system and provide a support function to all users.
8. Take day to day responsibility for the financial management of the University's Carbon Management Plan. This will involve monitoring attainment of annual target carbon reductions and the management of the University's Green Revolving Fund.
9. Assist the Head of Cost and Capital Accounting to present results to senior managers and to provide information that will inform the development of costing and support decision making across the University.
10. Take responsibility for the day to day management of the University's Equipment register including the generation of management information reports, providing a support service to Equipment Registration Officers across the University (including regular training) and ensuring that all guidance material is kept up to date.
11. Administer the University's Strategic Research Equipment Fund (SREF), including the generation of management reports for Capital Projects Group (CPG) and the Research Equipment Working group (REWG).
12. Any other duties as the Director of Finance or Head of Cost and Capital Accounting may require.

Planning and Organising:

1. Assist with the planning and implementation of changes to the University's costing processes on an ongoing basis to ensure continuing compliance with national TRAC guidance.
2. Ensure that all information required for the annual Transparency Review is provided in the required format to meet the annual submission deadlines.
3. Plan the collection of Time Allocation Schedules (TAS) three times a year from all academic staff across all schools.
4. Organise regular meetings between Research and Enterprise, Faculty Finance and IS Support to ensure maximum effectiveness of the University's research grant costing system.
5. Organise testing and new user training for the Black Dackel costing system as necessary.
6. React on a daily basis to ad hoc enquiries and prioritise workload accordingly.

Resource Management Responsibilities:

1. Assist in providing costing information to managers throughout the University that will enable them to manage their resources more effectively.
2. Assume delegated responsibilities from the Head of Cost and Capital Accounting for various roles within the section.
3. Provide professional specialist knowledge on costing and systems development.
4. Assume responsibility for supervising part of the work of the Cost and Capital Accounting Assistant for specific areas of the costing function.

Internal and External Relationships:

1. Closely liaise with developers of the Black Dackel costing system to ensure that it is developed to the maximum benefit of the University.
2. Ensure clear communication with colleagues and staff throughout the University regarding costing and, in particular, the TRAC and Black Dackel costing systems.
3. Have a close working relationship with Equipment Registration Officers and Faculty Finance colleagues across the University.
4. Provide a comprehensive and professional help desk facility to Black Dackel users throughout the University.

ESSENTIAL CRITERIA:

1. * A relevant primary degree or higher or a relevant professional qualification.
2. * Three years recent relevant experience of information systems particularly in the operational control and maintenance of financial systems and/or five years recent experience of working in a management accounting section of a large organisation, preferably in the field of costing.
3. Detailed understanding and up-to-date knowledge of developments in Full Economic Costing (fEC) and the national TRAC Guidance.
4. Experience in the management of an equipment register.
5. High level of communication and interpersonal skills with the ability to communicate at all levels in the organisation.
6. Well-developed analytical and problem solving ability.
7. Able to work on own initiative and as part of a team.