



## Candidate Information

**Position:** Management/Commercial Accountant  
**School/Department:** Finance  
**Reference:** 22/109588  
**Closing Date:** Monday 28 February 2022  
**Salary:** £42,149 - £51,799 per annum.  
**Anticipated Interview Date:** Wednesday 16 March 2022

### JOB PURPOSE:

To provide a comprehensive, professional financial management service in support of financial planning, financial management accounting and reporting activities across all aspects of University operations, including Faculties, Professional Services and the BRCD projects. The postholder will have 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 and financial operating plans and ensure that these are regularly reviewed and updated and that they accurately reflect the underlying level of activities within the context of the broader University Strategy.
2. Working closely with the business areas to prepare accurate and timely in-year estimates of financial performance which are representative of trends, taking account of any potential operational risks and opportunities 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 undertake regular reviews of performance against budget/plan/approved targets and provide detailed analysis and commentary on performance highlighting and understanding the key drivers of variances arising. Highlight emerging financial and related performance issues and assist in the development of action plans.
4. To develop and provide a suite of dynamic financial management reports to support the business area/s and assist decision making and prepare economic/business cases for investment adhering to both internal and external funder requirements.
5. Assist in 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 finance business partner in the preparation of financial plans in order to produce the University's strategic plan and provide guidance and support to non-financial users with their understanding of complex financial information.
7. To ensure that financial and information solutions 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.
8. Responsible for the accounting and reporting arrangements for a range of special initiatives projects funded from the Department for Economy (DfE) or other funding bodies ensuring the external reporting and accounting requirements are met. To work with project leads to ensure financial performance is tracked accurately and that maximum financial benefit is derived from resources available within the funding period.
9. Provide expertise in support of new business development opportunities and ensure that plans are developed and decisions informed by a clear understanding of the financial/commercial issues arising.
10. Represent Finance on University Committees and working groups and with external stakeholders and partners, and act as a key conduit/partner between the Schools, Faculties, Professional Services areas and the Finance Directorate.

### 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 Accounting Assistants 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 and project leads within Directorates.
4. To manage conflicting priorities in an environment of competing needs and changing priorities.
5. 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 for the ongoing analysis and reporting thereof.
3. Advise and influence senior management 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 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. \* A professional accountancy qualification.
2. \* Significant relevant experience in an accounting/finance environment working with large and complex accounting/management information systems.
3. \* Staff management experience.
4. \* Experience in the use of complex computerised accounting systems.
5. \* Experience and knowledge of the relevant accountancy practices/professional guidelines.
6. \* Extensive knowledge and experience of IT packages, in particular spreadsheet design and usage.
7. Well developed communication and interpersonal skills.
8. Well developed commercial, analytical and problem solving ability.
9. Ability to monitor performance effectively and set and achieve clear objectives.
10. 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 UNIT4 ERP.