

Management Accountant - TNE Partnerships - Financial Services - Grade H

Job Description

Purpose

To produce the University's Partnership related income budgets, quarterly forecasts and reporting packs. To complete all appropriate monthly management accounts and year-end adjustments.

To support modelling of income for student number growth. Provide analysis and insight regarding partnerships students and income to support strategic and tactical decision making. This will be achieved by forming a close working relationship with the relevant internal and external partnership teams.

Duties

1. Produce the Annual Budget and Quarterly Forecasting processes for partnerships to required timescales liaising with internal and external stakeholders as appropriate. Provision of accurate reporting packs including clear and accurate variance analysis to inform management decision making.
2. To support the Senior Management Accountant in delivering multi-year modelling, the medium-term financial plan and accompanying analysis.
3. To implement and continuously improve the processes for paying and invoicing partner organisations.
4. Complete payment and invoice calculations ensuring ongoing compliance with contracts through accuracy and meeting the required deadlines.
5. Liaise with partners to answer enquires, build relationships, and ensure a smooth process to invoicing and payment.
6. Responsible for the completion of the monthly management accounts and year-end adjustments.
7. Work with the University partnership teams to on/offboard new partners, financially appraise new and existing contracts and their fee levels.
8. Work with the University partnership teams to conduct the annual student number planning exercise as part of the budgeting and quarterly forecasting process.
9. To create and develop reporting outputs and ad-hoc analysis to support strategic decision making.
10. Maintain a strong knowledge and technical understanding of funding body rules both for UK and International requirements and general developments in HEI funding.
11. Ensure that all processes and procedures are documented, kept up to date and aligned with the financial regulations.
12. Provide support to Head of FP&A to assist the continued development of a suite of quality and trusted Management Information (e.g. the roll out and expansion of Power BI).
13. To represent the Service on University Committees/working groups where relevant.

14. Deputise for the Senior Management Accountant as appropriate.
15. Undertake any additional duties commensurate with the role and grade as determined by the line manager.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of disciplined management accounting and forecasting processes, including budget setting for an organisation (Application/Interview).
- Experience of providing financial analysis to both finance and non-finance managers and to support tenders and business cases (Application/Interview).
- Experience of working in complex multi-disciplinary environments (Application/Interview).
- Experience of using Financial Information Systems, complex spreadsheets, and database tools to analyse financial data (Application/Interview).
- AAT Level 4/Part qualified and studying towards a professional accountancy qualification (ICAEW, ACCA, CIMA, CIPFA or equivalent) (Application).
- Excellent written and verbal communication skills with the ability to effectively communicate with colleagues across the University (Application/Interview).
- Attention to detail and problem-solving skills with the ability to follow up queries and issues through to resolution (Application/Interview).
- Able to work to deadlines both independently and cooperatively as part of a team (Application/Interview).
- Able to lead and manage staff by example and delegate tasks and responsibilities effectively (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Commercial experience or experience of operating in a regulated sector (ideally, HE) (Application/Interview).
- Experience of using Unit 4 Business World Financial Information System (Application/Interview).
- Relevant degree or equivalent (Application).