

Management Accountant - Financial Services - Grade H

Job Description

Purpose

Oversee the provision of a full Management Accounting service to ensure that accurate, timely and relevant information is produced to enable effective financial management of the University. Daily management of the Management Accounts team for the provision of support to Business Partners and non-financial managers for ad-hoc information requests and analysis.

Duties

1. Oversee the production of monthly management accounts for all schools and services to ensure a complete and consistent approach is followed regarding timetable, accounting treatment and materiality (e.g. corrections, recharges, accruals and prepayments).
2. Supervise the production of annual and profiled budgets for all cost centres based on assumptions agreed by the Business Partners with budget holders.
3. Oversee the production of in-year forecasts based on methodologies agreed with the Business Partners and ensuring that validation checks are in place to avoid errors. This will include liaising with the post-award grant team to ensure accurate forecasts are being provided.
4. Manage the workload of the Management Accounts team including ad-hoc requests for information and reports and support the professional and personal development of team members. Ensure queries from internal University customers are managed and responded within an agreed SLA.
5. Ensure that all processes and procedures are documented, kept up to date and aligned with financial regulations.
6. Support the Finance Business Partnering team where projects and business cases require additional resource.
7. Provide support to the Financial Planning and Analysis team to assist the continued development of a suite of quality and trusted Management Information (e.g. roll-out and expansion of Power BI).
8. Deputise for Senior Management Accountant as appropriate.
9. 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 (Application/Interview).
- Experience of providing financial analysis to both finance and non-finance managers (Application/Interview).
- Experience of working in complex multi-disciplinary environments (Application/Interview).
- Experience of budget setting in an organisation (Application/Interview).
- Experience of using Financial Information Systems, complex spreadsheets, and database tools to analyse financial data (Application/Interview).
- Experience of financial analysis to support tenders and business cases (Application/Interview).
- Experience of managing staff (Application/Interview).
- AAT Level 4/part-qualified and studying towards a professional accountancy qualification (ICAEW, ACCA, CIMA, CIPFA or equivalent). (Application)
- Effective written and verbal communication skills (Application/Interview).
- Ability to communicate effectively with colleagues across the University (Application/Interview).
- Knowledge of accounting principles and financial reporting formats (Application/Interview).
- Good IT skills, particularly in the use of financial information systems and spreadsheets (Application/Interview).
- Attention to detail and problem-solving skills with the ability to follow up queries and issues through to resolution (Application/Interview).
- Ability to work to deadlines both independently and cooperatively as part of a team (Application/Interview).
- A strong motivator of staff, ability to lead 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 (Application/Interview).
- Experience of operating in a regulated sector (ideally Higher Education) (Application/Interview).
- Experience of Unit 4 Business World Financial Information System (Application/Interview).
- Relevant degree or equivalent (Application).