University of Salford MANCHESTER

Job Description

Role Title:	Management Accountant
Dept:	Finance
Reference:	MPF4200
Grade:	6
Full or Part time:	Full time
Hours:	36.25
Reports to:	Senior Finance Business Partner

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Overview

The Finance Division is responsible for the overall financial management of the institution including subsidiaries. The division provides a full range of financial services to the university, including management and financial accounting services. The University has devolved systems of planning and budgeting, and the Finance Division collaborates closely with Academic Units and Professional Services to maximise the opportunities for the University within an appropriate control environment. The Division maintains and develops the central finance systems, Unit 4, and provides on-line access together with training.

As part of the University's Finance Division, the role is based within the Academic finance team, with the focus being to support Finance leaders, and academic schools, in providing a high level of decision support in an environment of significant change. There is a requirement for high quality systems, excellent business partnering and reporting to underpin the strategic development and growth of the institution. The successful applicant will be responsible for maintaining and developing these aspects within academic units.

The focus of the role is to support the Senior finance business partner in budget preparation and monitoring of payroll data and expenditure for teaching activities. The post holder will collaborate with colleagues outside the Finance Division to do this and will provide financial support including processing transactions for the relevant areas.

The post holder will support the development of process improvements across the finance department and will need the ability to react proactively to changing circumstances, providing accurate and timely support for the Senior Finance Business Partner and other managers in areas they support.

You will need to be an experienced Management Accountant with good IT skills, proactive attitude, excellent attention to detail and strong people skills. .

Role Purpose

Reporting directly to the Senior finance business partner, the post holder will:

- Support the Senior finance business partner for all teaching activity in the delivery of high-quality financial services to the University.
- Assist with pay and non-pay budget setting, budget monitoring, reporting of performance, transactional support, and provision of high-quality financial advice.
- Monitor and report on academic pay, vacancies, workload allowances and liaison with Finance colleagues, HR Business Partners and Business Managers.

- Responsible for the International agent's tracker, including, reporting and analysis and liaison with International Partnerships team, Academic and Support services colleagues.
- Assist in the review and development of transactional processes and process improvements of the academic finance team.

Principal Duties & Responsibilities

- Preparation of budgets for income and expenditure and to ensure there is a clear understanding of the assumptions underpinning the budgets.
- Preparation of financial forecasts and analysis on any variances to the initial budget. This will include regular review meetings with both finance and non-finance staff to gather information and to identify risks / opportunities.
- Production of costings and financial documentation relating to all new teaching activity, including new programmes, apprenticeships, external collaborations, and partnerships (home and overseas).
- Preparation, monitoring, and reporting for all pay activity within area, including vacancies, staffing establishments and workload allowances. Liaison with Finance Partners, HR Business Partners, and Business Managers.
- Ownership of the International partnerships finance tracker and international agent's tracker, including invoicing, reporting, analysis and liaison with the International Partnerships team, Academic and Support services colleagues, and the Assistant Director of Finance.
- Preparation of the quarterly & year-end accruals and prepayments and any other accounting adjustments (including reconciliations and internal transfers) associated with income and expenditure.
- Prepare monthly finance reports for use in consolidation of the University position and for use by department managers in the areas supported. The reports will include the explanation of variances to budget and highlight any financial risks and opportunities.
- Provide financial support & advice to staff in the areas supported including ensuring that all university financial regulations are complied with and ensuring that all transactions have been actioned.
- To work in a multi-disciplinary way and to build strong relationships, connections, and networks at all levels across the university and in the academic units.

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- To assist in processing of income and expenditure transactions such as purchase orders & sales invoices. This will involve supporting non-finance staff to resolve queries and providing cover as required.
- Consult with internal and external auditors and ensure matters raised are addressed promptly and effectively.
- To deputise for the Senior finance business partner and finance business partner where required.
- To assist the Senior finance business partner and finance business partner with preparation of financial and other returns as required such as the HESA / OFS returns.
- Perform any other duties appropriate to the grade as may be required by the Finance Manager.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- Engage with the University's commitment to deliver value for money services that optimise the use of resources by maintaining a cost-conscious approach when undertaking all duties and aspects of the role.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with university policy.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

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Person Specification

The successful candidate should demonstrate the following, which are ‘Essential’ (E) or ‘Desirable’ (D)

Qualifications

1. Be actively studying towards a relevant accountancy qualification (ACCA, CIMA, CIPFA accountancy qualification) (E)

Background and Experience

2. Relevant experience of working in a Finance Function (E)
3. Experience of ensuring operational compliance with financial regulations and procedures (E)
4. Experience of Management accounting techniques and practices (E)

Knowledge

5. Computerised accounting systems (E)
6. Accounting policies and concepts, financial regulations, and internal controls (E)
7. Budgeting, forecasting & monitoring techniques, and practices (E)
8. Office 365 and PowerApps skills (D)
9. Understanding of costing techniques (D)

Skills and Competencies

10. Intermediate / advanced skills with Spreadsheets (Excel) (E)
11. Ability to coherently present and report detailed financial information (written and verbal) (E)
12. Well-developed people skills with the ability to communicate finance matters effectively to non-finance staff (E)
13. Ability to effectively support, challenge and influence non-finance staff in the provision of financial data (E)
14. Ability to line manage (if required) and work effectively as part of a team (E)
15. The ability to manage their own workload effectively ensuring tasks are completed in a timely manner and all deadlines are met (E)