

## Job Description

General Details	
Job title:	Assistant Management Accountant (FIN17-0302)
Faculty/School/Service:	Financial Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time working 37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	October 2017

Job Purpose
<ul style="list-style-type: none"> <li>▪ To underpin the delivery of the University's goals, by ensuring that all resource is in the right place at the right time, performing to the required standard.</li> <li>▪ To manage the production of financial management plans, reports and information, linked to the University structure and objectives.</li> <li>▪ To work to build a strong and effective finance team.</li> </ul>

Relationships	
Reporting to:	Finance Business Partner (Schools)
Responsible for:	N/A

Main Activities
<ul style="list-style-type: none"> <li>▪ Deliver a financial analysis service, to support decision making processes at all relevant management levels, leading to delivery of the University's strategy and priorities.</li> <li>▪ Support the production of revenue and capital budgets, at all relevant management levels, ensuring that resources are being used in the most value added way on an ongoing basis.</li> <li>▪ Production of financial management reports, at all relevant management levels, showing performance against forecast.</li> <li>▪ Generation of integrated financial and performance indicators and drivers across the organisation, analysing how it benchmarks to others, both internally and externally.</li> <li>▪ Preparation of financial forecast, at all relevant management levels, highlighting variations to previous forecasts.</li> <li>▪ Participate in the monthly and year end reporting processes to meet statutory requirements and deadlines in</li> </ul>

the most effective way. Provide support to meet the University's statutory reporting requirements.

- To participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- To undertake any other duties as may reasonably be required by the Finance Business Partner (Schools).

### Special Conditions

For external appointments to this post, please note a 6 month probationary period will be applicable.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

### Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Rachel Whitworth, Finance Business Partner–Schools (Tel) 01782 294179

### Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

## Person Specification

**Job Title:** Assistant Management Accountant (FIN17-0302)

**School/Service:** Financial Services

*The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.*

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	The post holder will be working towards a professional accounting qualification i.e. ACA, ACCA or CIMA or be fully AAT qualified.	E	A
2	Significant experience in a similar size finance environment	E	A/I
3	The post holder must have a clear understanding and application of various accounting reconciliation techniques and manipulation of financial data and reports	E	A/I
4	Knowledge and experience of working to guidelines and regulations (for example audit requirements).	E	A/I
5	Must be able to demonstrate good communication skills and will be confident when disseminating advice and concise guidelines.	E	A/I
6	Strong planning and organisational skills with the ability to work to strict deadlines, prioritise workloads and balance competing priorities	E	A/I
7	The post holder must be highly motivated, enthusiastic, and able to work on their own initiative with the minimum of supervision and as part of a team.	E	A/I
8	High level of competency in the use of computer technology, specifically in relation to spreadsheets (including the use of formulas, data sorting, linking data between sheets, graphs & charts), financial systems (including extracting data & entering data). Ability to use word processing and database programs would be an advantage.	E	A/I
9	Must be able to interpret budgetary information in order to monitor spending and identify trends.	E	A/I
10	Must show flexibility and a willingness to assist other team members, business and finance colleagues to provide an excellent customer service at all times	E	A/I
11	A positive, dynamic and receptive approach to change and willingness to challenge existing practices	E	A/I

<b>*Key</b>	
<b>[A] Application form</b>	<b>To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'</b>
<b>[I] Interview</b>	<b>To be assessed during the interview process including selection tests or presentation, as appropriate</b>