

## Job Description

### General Details

|                  |                       |
|------------------|-----------------------|
| Job title:       | Management Accountant |
| Faculty/Service: | Financial Services    |
| Normal Workbase: | Stoke Campus          |
| Tenure:          | Permanent             |
| Hours/FTE:       | Full Time, 1.0fte     |
| Grade/Salary:    | Grade 6               |
| Date Prepared:   | November 2018         |

### Job Purpose

- To pro-actively engage as a dedicated Management Accountant within the Business Partnering Team – Schools, working closely with Management Teams within Schools
- To be responsible for the production of financial management reports and information, linked to the University structure and objectives.
- To support the Head of Business Partnering in building a strong and effective finance team.

### Relationships

|                  |                             |
|------------------|-----------------------------|
| Reporting to:    | Head of Business Partnering |
| Responsible for: | None Applicable             |

### Main Activities

- To manage and support the delivery of financial services provided by the Business Partnering Team for Schools
- To manage and support the process of the annual budget preparation to meet statutory requirements and deadlines in the most effective way.
- To manage and support the month-end and year-end reporting processes to meet statutory requirements and deadlines in the most effective way. Provide support to meet the University's statutory reporting requirements.

- Manage and support the production of financial forecasts, at all relevant management levels, highlighting variations to previous forecasts and budgets
- Ensure that all financial decisions are properly supported with appropriate financial expertise and rigor. Have a good awareness of the challenges the designated Schools face, and know how it compares to others through techniques such as benchmarking, to enable good advice to be given.
- To fully understand the diverse income streams and corresponding costs of the Schools and supporting the delivery of the development of costing models across all the diverse income streams
- Manage the production of integrated financial and performance indicators and drivers across the organization, analysing how it benchmarks to others, both internally and externally.
- To support Schools, by providing a clear and standardised service to Schools ensuring all financial decisions are properly supported, ensuring knowledge of the Schools.
- Actively work with the Head of Business Partnering to build a strong and effective finance team.
- Actively build a network within and external to the University that supports the post holder and the finance team to deliver the very best that is possible through learning from others. Identify and develop appropriate opportunities for collaborative working both internally and externally to enhance service delivery, leading by example and demonstrating exemplary collaborative personal and professional leadership style.
- 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 Head of Business Partnering
- To understand the constantly changing environment and apply this to the University and its departments in developing future information, business plans, budgets, forecasts, processes, business growth opportunities and cost reduction.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- To undertake any adhoc projects or collaborative work on behalf of the Finance Team, as required.

### **Special Conditions**

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

### **Variation to Job Description**

The employer 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

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited (SUS Ltd) is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Services Limited (SUS Ltd) Pension Scheme

## 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.

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.

