



Staffordshire  
University  
Services Limited

## Job Description

<b>Job Title</b>	Management Accountant
<b>School/Service/Institute</b>	Financial Services
<b>Normal Workbase</b>	Stoke
<b>Tenure</b>	Permanent
<b>Grade/Salary</b>	Grade 6
<b>FTE/Hours</b>	1.0 FTE

### Job Purpose

- To provide technical and systems support for the Finance Department and wider University.
- 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 Finance Business Partnering
Responsible for:	None
Key working relationships:	Finance Business Partners, Schools and Services

### Main Activities

- To manage and support the delivery of financial services provided by the Business Partnering Team for Schools and Services
- 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 support income generation activities such as student income, apprenticeships, partnerships, CPD and other income streams in terms of raising invoices, income reconciliations, direct relating expenditure and any necessary analysis
- 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.
- To undertake any adhoc projects or collaborative work on behalf of the Finance Team, as required.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- 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

### **Special Conditions**

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

### **Professional Development**

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This

framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

### **Variation to Job Description**

The 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 postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **Application Procedure**

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

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.