

**Job Description**

|  |  |
| --- | --- |
| Job Title:  | Management Accountant |
| Faculty/Professional Directorate: | Finance |
| Subject Group/Team: | Management Accounts |
| Reporting to: | Head of Management Accounts |
| Duration: | Permanent |
| Job Family:  | Finance |
| Pay Band: | 7 |
| Benchmark Profile: | Team Leader (Finance) Band 7 |
| DBS Disclosure requirement: |  |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

The University of Hull has been changing the way people think for nearly a century. Our motto, Lampada Ferens, translates as ‘carrying the light of learning’, and over the years, we have shared that light with thousands of people from across the world.

As England’s 14th-oldest university, we have a proud heritage of academic excellence, and a history of creating and inspiring life-changing research and we have no plans to stop helping to build a better world.

The University Finance function has the responsibility to maximise value for money and ensure increased efficiency, economy and effectiveness. Its focus is on developing a well-trained and coordinated workforce able to add value whilst complying with national guidelines, policy initiatives and its legislative responsibilities.

### Specific Duties and Responsibilities of the post

You will be responsible for the consolidation of the group accounts as well as presentation of the financial statements for all entities within the group, this will include reporting that is required to external regulating bodies.

The following are some of the specific duties of the post:

* Management and maintenance of the financial ledgers, accounts and cost centres to support both management and financial accounting.
* Prepare and process journals. Accrue and prepay income and expenditure in accordance with income recognition policies as well as in accordance with financial reporting standards. This will include tuition fee income, reporting and analysis from SITS and liaison with the FBPs will be required
* Prepare monthly management accounts, with analysis and commentary of variances to forecast/budget.
* Present month end numbers with commentary and analysis to the Finance Management team in accordance with the month end timetable
* Ensure month end procedures are properly executed and completed in line with agreed timetables
* Manage all month end reporting to a high standard to Faculties and professional service areas as per month end timetable.
* Prepare actual data analysis to support the Finance Business Partnering Team with their planning, budgeting and forecasting processes.
* Account for and report earmarked funding project performance
* Review I&E and balance sheet accounts and nominals to gain a full understanding of the allocated service areas’ activities
* Carry out monthly balance sheet reconciliations for all assigned balance sheet nominals, including investigation and resolution of reconciling items, to assist the Financial Controller in ensuring the University’s Financial Control Framework is operating as documented
* Provide input and assist in the preparation of the University’s annual statutory returns as required i.e. HEBCI and OfS returns.
* Ensure all other income streams are reviewed and invoiced on a timely basis i.e. validation, enterprise and commercial income.
* Proactively support the Finance Shared Services team in managing aged debt and cash collection.
* Reconciliation of pay with the underlying HR records on a monthly basis
* Non pay analysis performed and reporting on a regular and an ad hoc basis
* Participate with both internal and external audits, ensuring all information is provided to auditors promptly and in a suitable format.
* Work alongside the Research Grants Operations Team to ensure accurate and timely financial reporting of all research activity
* Ensure compliance with the University’s financial procedures and policies

The role holder will be an experienced professional, either working towards or having gained a relevant professional qualification and have extensive experience in Management Accounting.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

1. The role holder will:
* Provide professional advice and/or support, directly or indirectly, to faculty and/or department based upon a full understanding of a professional or specialised area of work
* Have gained a professional qualification (or are working towards) and/or vocational or professional experience. The role holder will be expected to contribute to longer term developments within the faculty/department by giving advice and specialist support
* Lead a team within the department and plan, prioritise and monitor to ensure effective use of resources
* Influence decisions or events by working collaboratively internally and externally to the University
* Evaluate and analyse information and use initiative and creativity to solve non standard problems

**Main Work Activities**

### Communication

* Provide advice and guidance of a specialist nature to managers, staff, students and visitors
* Deliver established presentations to communicate information across Faculty/Dept/University
* Attend meetings to report on information/data
* Take notes and produce formal minutes at meetings when required
* Format and edit publications
* Compile procedural manuals and other University documentation
* Draft formal documentation

### Teamwork

* Provides operational leadership, supervises members of the team, defines objectives, sets deadlines, allocates works and monitors outcomes
* Conduct appraisals

**Liaison and Networking**

* Proactively develop and maintain internal and external contacts to benefit the University
* Participate in networks internally and/or externally

### Service Delivery

* Provide specialist administrative support to colleagues including academic and administrative staff
* Develop and manage projects that contribute to improving service delivery
* Develop and maintain systems and processes to ensure effective delivery of the service
* Contribute to policy development

### Planning and Organisation

* Organise and represent the area and University at events
* Plan and monitor the work of others
* Co-ordinate departmental processes in conjunction with senior colleagues
* Organise, prepare and service committees as appropriate
* Contribute to the longer term operational planning of the Faculty/Department

### Analysis/Reporting

* Analyse qualitative and quantitative data producing draft reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures
* Be an active and supportive citizen of the University community working collaboratively with fellow colleagues across the University to support the delivery of strategically important activity.  Examples include supporting at open/applicant days, graduation or clearing activities.

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

|  |  |
| --- | --- |
| **Competency** | **Identified by** |
| **Knowledge and Experience**  |  |
| Has a full or working towards, accountancy qualification, CIPFA, CIMA, ICAEW or equivalent. | **Application/Interview** |
| A relevant degree or equivalent qualification and/or experience. | **Application/Interview** |
| Has a full understanding of a professional or specialised area of work. | **Application/Interview** |
| Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development | **Application/Interview** |

|  |  |
| --- | --- |
| **Communication (Oral and Written)**Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Interview** |
|  |  |
| **Teamwork and Motivation**Can demonstrate the ability to provide operational leadership. Ensures that all team members understand what is expected of them and distributes work fairly according to ability. Identifies development and training needs of the team. | **Application/Interview** |
|  |  |
| **Liaison and Networking**Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time. | **Application/Interview** |
|  |  |
| **Service Delivery**Can demonstrate the ability to seek ways to improve and adjust current levels of service. Deals with complaints and initiates contact with customers to obtain their reactions and views about, the service and future needs. | **Application/Interview** |
|  |  |
| **Decision Making**Can demonstrate the ability to consider the impact on the Faculty/Service. Knows where a decision is beyond their responsibility and refers to others. | **Application/Interview** |
|  |  |
| **Planning and Organisation**Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress. | **Application/Interview** |
|  |  |
| **Initiative and Problem Solving**Can demonstrate the ability to investigate problems to identify their cause, takes action to prevent recurrence of problems and considers possible solutions to identify those which offer wider benefits. | **Application/Interview** |
|  |  |
| **Analysis/Reporting**Can demonstrate the ability to design and use data gathering and analytical methods appropriate for each investigation. Recognises and accurately interprets patterns and trends. Recognises when additional data is required and identifies appropriate sources. Produces reports and identifies key issues and findings. | **Application/Interview** |