

Job Description

Position:	Management Accounts Assistant
School/Service:	Finance
Reference:	FIN-088/P
Grade:	5
Status:	Permanent
Hours:	36.25 hours (1FTE)
Reporting to:	Management Accountant

Main Function of the Position:

To support the delivery of high-quality financial management services across the University, with a focus on financial planning, forecasting, budgetary control, and management reporting. The postholder will work closely with budget holders and senior finance colleagues to ensure accurate and timely financial information is available to support decision-making.

Principal Duties and Responsibilities:

1. Assist in the preparation of reports to support the monthly management accounts, including variance analysis and commentary.
2. Assist in the preparation of the University's annual budget and 5-Year Financial Forecast together with the detailed commentary thereon, for submission to the University's Executive Committees, the Board of Governors and the Office for Students together with the appropriate comparative data.
3. Assist in preparing the detailed annual budget for each Academic School, Research Unit and Support Service.
4. Assist in preparing financial forecasts of the full year out-turn of income and expenditure, with a particular focus on Other Services Rendered, Research Grants and Contracts, and Capital Projects.
5. Maintain and update financial models and templates to support planning and reporting.
6. Assist in the development and maintenance of full economic costing (fEC) models for research and teaching activities.
7. Provide costing support for new academic programmes, research bids, and commercial ventures.
8. Develop and maintain costing schedules and models to support internal project approvals and pricing strategies.
9. Work closely with budget holders to provide financial advice and support.
10. Assist the Management Accountant in producing detailed management account statements for all departments to show their financial performance against budget;

identifying adverse variances and corrective actions needed to ensure that departments are managed within their financial budgets.

11. Assist Faculty, School, Research Unit and Professional Service Leaders/Heads in producing business plans for new or proposed changes to service operations and in the appraisal of major projects.
12. Analyse trends in student numbers and their financial impact on departmental and institutional budgets.
13. Support workforce planning by analysing staffing levels, salary forecasts, and associated costs.
14. Collaborate with HR and Planning teams to ensure alignment between financial forecasts and operational plans.
15. Provide scenario modelling to assess the financial implications of changes in student recruitment or staffing structures.
16. Attend regular meetings with departments to review financial performance and provide insights.
17. Assist in the development of financial awareness and capability across non-finance teams.
18. Support income-generating activities including research, CPD, apprenticeships, and partnerships.
19. Monitor and report on project budgets, income streams, and expenditure.
20. Advise and support Service Managers in compiling grant and contract bids.
21. Ensure that Other Services Rendered, Research Grant and Contracts, and Capital Projects budgets are up to date, changes to budgets are controlled, amendments are properly recorded and budget profiles are maintained.
22. Liaise with internal and external stakeholders to ensure accurate invoicing and income reconciliation.
23. Contribute to the continuous improvement of financial systems and processes.
24. Support the Management Accountant in advising Service Directors in the implementation and operation of budgetary controls.
25. Ensure compliance with financial regulations, policies, and statutory requirements.
26. Support internal and external audit processes by preparing documentation and responding to queries.
27. Provide guidance and support to junior finance staff where appropriate.
28. Support the preparation of the University's TRAC (Transparent Approach to Costing) return, ensuring compliance with sector standards.

29. Collaborate with colleagues across the finance team to ensure consistent and high-quality service delivery.
30. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
31. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Person Specification

Position: Assistant Management Accountant School/Service: Finance		Reference: FIN-084/P	
Criteria		Priority (1/2)	Method of Assessment
1 Qualifications			
1 a) Degree or professional qualification (CICM, AAT, ACCA) or equivalent experience.	Priority 2	CV / Documentation	
1 b) AAT qualified or part-qualified CCAB recognised qualification, i.e. ICAEW, ICAS, CIMA, ACCA, CIPFA or willingness to study towards	Priority 1	CV / Documentation	
2 Skills / Knowledge			
2 a) Credible knowledge of financial forecasting and complex budgeting	Priority 2	CV / Interview	
2 b) Proven achievement of results in an environment where financial management impacts service delivery	Priority 1	CV / Interview	
2 c) Understanding of TRAC, fEC, and Activity-Based Costing principles.	Priority 1	CV / Interview	
2 d) Knowledge, understanding and ability to use modern spreadsheet and accounting software in the delivery and monitoring of financial services	Priority 1	CV / Interview	
2 e) Experience using digital tools or automated systems to compile succinct working papers to support financial reports	Priority 1	CV / Interview	
2 f) The ability to convey complex information to lay audiences.	Priority 1	CV / Interview	
2 g) Proven ability to deliver high-quality customer service and engage effectively with a range of stakeholders.	Priority 1	CV / Interview	
2 h) Good attention to detail and ability to review own and others work and correct errors.	Priority 1	CV / Interview	
2 i) An understanding of the framework within which Universities are funded and governed.	Priority 1	CV / Interview	
2 j) Awareness of the requirement of the data protection act and the management of sensitive information.	Priority 1	CV / Interview	
3 Experience			
3 a) Experience operating at an equivalent level within complex organisations.	Priority 1	CV / Interview	
3 b) Experience of operating in a context where there is a requirement to demonstrate public accountability.	Priority 2	CV / Interview	
3 c) Experience working with public accountability requirements.	Priority 2	CV / Interview	
3 d) Ability to work under pressure and meet strict deadlines.	Priority 1	CV / Interview	
3 e) Proven track record of evaluating and enhancing financial procedures and processes.	Priority 2	CV / Interview	
3 f) Experience of bidding for, and the financial administration of government and research contracts.	Priority 2	CV / Interview	

3 g)	Experience of budget preparation and control in a complex financial environment.	Priority 1	CV / Interview
3 h)	Experience of financial forecasting.	Priority 1	CV / Interview
4	Personal Qualities		
4 a)	Ability to manage difficult conversations with professionalism, empathy, and assertiveness.	Priority 1	Interview
4 b)	Ability, competence and confidence to lead and motivate others.	Priority 1	Interview
4 c)	Sensitivity to cultural differences among colleagues and stakeholders.	Priority 1	Interview
4 d)	Commitment to continuous improvement and creative ways of working.	Priority 1	Interview
4 e)	Awareness of the requirements associated with operating within a customer service environment.	Priority 1	Interview
4 f)	Good interpersonal skills and a good team player.	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required