**Job description**

**Title of Post**: Faculty Management Accountant

**Faculty:** All Faculties

**Grade of post**: Grade 9

**Post number**:

**FT or % P/T**: F/T

**Principal location of work**:

**Immediate line manager**: Head of Finance & Planning (HoFP)

**Staff managed**: 2 x Finance Administrators

**Qualifications required for post**: Part Qualified CCAB accountant (or equivalent with substantial relevant experience.)

**Experience required for post**: Experience of working in a financial management position, preferably in HE, operating budgetary and financial accounting systems. Experience of financial projects and working in cross functional teams. Experience of staff management and development.

**Overall purpose of post**: To manage the management accounting systems of the Faculty and assist the HoFP to ensure that the Faculty maximises income and deploys, manages and develops its resources effectively, efficiently and economically. The post holder will lead and manage the finances of the Faculty at an operational level and have day to day responsibility of the Faculty’s budgetary control and management systems. Cross University working will be required with central University Finance team for approximately 20% of the role.



**Main duties:**

1. Co-ordinate the Faculty Strategic Planning process for both financial and non-financial elements.
2. Responsible for the day to day management of the operational budgetary system for the Faculty, including authorisation levels and budget control signatories.
3. Develop and manage the devolved budgetary system for the Faculty including authorisation levels and budgetary signatories in accordance with the University Financial regulations.
4. Develop close relations with budget holders in the preparation of budgets and supporting information to fully inform the planning process and aid the subsequent operational monitoring and control of those agreed budgets.
5. Review regularly with budget holders their financial statements ensuring that budget holders remain within budget and highlighting immediately to the HoFSP where budget holders are/or are anticipated to exceed their agreed budget allocations.
6. Carry out monthly management accounting, including review of accounts and monthly reports pack for accuracy and completeness, on behalf of the Faculty and ensure this is reflected in the University management reports.
7. Identify trends and to analyse and interpret variances.
8. Critically appraise financial and supporting data and advise the HoFP of the financial performance of the Faculty for each financial period.
9. Provide regular forecasting information to faculty management, and to the Central University Finance team.
10. Meet all key financial university deadlines in terms of planning and reporting.
11. Ensure all financial reporting to external funding bodies complies fully with contractual requirements and timescales (e.g. TDA, SHA or equivalent, HEIF, HEFCE etc)
12. Create financial business cases for all Faculty external projects, collaborations, courses and validations for presentation to the relevant University approval committees.
13. Ensure all business case data is collated in a central location and provide detailed analysis as requested.
14. Deputise for the HoFP as required including representation at University Financial forums and other bodies as agreed.
15. Work closely with Faculty budget holders at all levels providing expert financial advice and guidance and financial analysis when required.
16. Work closely with the Management Accountants of other Faculties & Directorates to ensure best practice is maintained at all times.
17. Line manage the Faculty Management Accounts team including staff development and ensure regular financial professional training is undertaken.
18. Work on a cross university level with the Central University Finance function on financial projects and cross university processes.
19. Create and establish key financial reports for the Faculty using University Finance systems and software.
20. Ensuring the integrity of the Faculty financial records within the University Finance system.
21. Continuously review and improve the internal control procedures within the Faculty as agreed with the HoFP. 22. Manage the financial year end processes on behalf of the Faculty; ensuring compliance with Statutory (IFRS & HE SORP) and all University requirements.
22. Provide in house financial training to Faculty staff as required including budget planning, management and forecasting.
23. Manage and undertake projects as required by the HoFP, and to undertake any other duties as may be reasonably required.