Management Accountant

Finance

Closing date: 30 September 2018

Interview date: To be confirmed

Vacancy reference: 6987
INTRODUCTION

The University of York has been at the forefront of rapid growth within the Higher Education sector, with recent turnover figures in excess of £300m. As part of our commitment to the provision of high quality support services, we are looking for a finance professional to provide an exemplary level of customer service coupled with financial expertise.

We are seeking two management accountants to work with us, one on a fixed term basis and one on an Open Contract. It is expected the roles will work initially within the Faculty of Sciences. Working as a business partner, you will build strong professional relationships in key departments/directorates. You will provide management accounting support as part as a bespoke team, reporting to the Finance Manager. You should be a qualified accountant (ACCA, CIMA, ACA or equivalent) with strong analytical and IT skills.

Working in partnership with our academic and/or professional service colleagues you will seek to;

- identify and improve processes
- seize opportunities and identify solutions
- explain complexity and seek to overcome difficulties

You should also be able to work successfully both independently and part of a team, and demonstrate strong communication skills, including the ability to simply explain complex information/concepts to a non-finance audience. You should also possess a ‘can-do’/solution-orientated approach to deliver positive outcomes.
Main purpose of the role

The Management Accountant (MA) provides operational financial support to the Faculty/Professional Services Finance Manager (F/PSFM) and may lead/supervise the financial support staff for their designated areas. The MA is the first point of contact on financial matters for their designated areas, providing advice and support on in year performance and forecasting, budget and accounts preparation.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

You will;

- Work flexibly across the faculty/professional services, with responsibility for a number of key departments
- Act as financial business advisor for selected departments (and provide cover for other management accountants in a similar role during periods of absence)
- Work closely with your Heads of Department/Directorate in order to ensure an effective financial service and facilitate good departmental and ultimately, Faculty/Service decision making.
- Perform monthly management accounting role for selected departments detailing variances and providing analysis to the Finance Manager
- Provide accurate financial information for your departments in line with required timescales from the Faculty/Professional Services Finance Manager.
- Work with Finance Managers and specialist colleagues to produce departmental strategic plans and medium term budgets
- Act as a liaison role linking the Finance Department to other departments
- Advise the department on both strategic and operational financial matters, including appraisals relating to investment, restructure or other business change
- Provide presentations/explanations/training on monthly figures and financial plans at departmental level
- Attend appropriate departmental meetings (such as the departmental management team meeting and operations committee)
- Attend and contribute to finance meetings
- Ensure staff posts are affordable and provide associated information to the Faculty Dean’s Support Group and Professional Services Directors
- Provide line management (if applicable) and guidance to operational finance staff and other support staff employed within the team, with the aim of ensuring that updated financial processes are embedded and approved.
- Participate in project and development work as determined by Finance Manager
- Identify areas for optimisation of cost management or income generation
- Identify areas for process improvement and efficiencies
- For faculty roles based in departments, work with colleagues in Research Grants and Contracts office, and departmental research leads to ensure that research grants and associated financial forecasts are appropriately maintained.

JOB DESCRIPTION

At a glance

Salary £38,832—£47,722 a year

Hours of work 37 hours a week, full time

Contract type Fixed term for 9 months or Open contract

Based at University Campus West

Salary £38,832—£47,722 a year

Hours of work 37 hours a week, full time

Contract type Fixed term for 9 months or Open contract

Based at University Campus West
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Qualification (ACA, ACMA/CGMA, ACCA or equivalent)</td>
<td>Essential</td>
</tr>
<tr>
<td>Education to degree level or equivalent</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

### Knowledge

<table>
<thead>
<tr>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent knowledge and understanding of process improvement and implementation techniques within a large complex organisation</td>
</tr>
<tr>
<td>Project appraisal techniques</td>
</tr>
<tr>
<td>UK GAAP (Generally Accepted Accounting Practice) including FRS102.</td>
</tr>
<tr>
<td>Knowledge of the UK Higher Education sector including administrative systems and external environment</td>
</tr>
</tbody>
</table>

### Skills, abilities and competencies

<table>
<thead>
<tr>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent inter personal and communication skills.</td>
</tr>
<tr>
<td>Good presentation skills.</td>
</tr>
<tr>
<td>Advanced IT skills particularly with Excel, Word and proprietary financial systems.</td>
</tr>
<tr>
<td>Analytical/problem solving ability</td>
</tr>
<tr>
<td>Report writing for senior management decision making</td>
</tr>
</tbody>
</table>

### Experience

<table>
<thead>
<tr>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of working as Management Accountant or Business Analyst in a large/complex organisation, either public or private sector.</td>
</tr>
<tr>
<td>Experience of successfully leading, motivating and developing others to achieve results.</td>
</tr>
<tr>
<td>Experience of project appraisal techniques</td>
</tr>
<tr>
<td>High level of expertise in UK GAAP (Generally Accepted Accounting Practice) including FRS102.</td>
</tr>
<tr>
<td>Project leadership experience</td>
</tr>
</tbody>
</table>

### Personal attributes

<table>
<thead>
<tr>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of analysing information and communicating conclusions persuasively.</td>
</tr>
<tr>
<td>Able to form partnerships with partner departments and senior management.</td>
</tr>
<tr>
<td>Commitment to understanding the business including its ethics and culture</td>
</tr>
<tr>
<td>A high degree of attention to detail and solution orientated</td>
</tr>
<tr>
<td>Highly motivated; able to work independently and as part of a team.</td>
</tr>
<tr>
<td>Effective working independently or as part of a team.</td>
</tr>
<tr>
<td>Solution orientated</td>
</tr>
</tbody>
</table>
THE DEPARTMENT

The Finance Department is part of the administrative structure of the University. It comprises over 60 members of staff located around the campus. Finance has recently reorganised into 4 main activity areas –

- Management Accounting: covering Faculty, Department and Professional Services reporting.
- Accounting Services: covering corporate management and statutory reporting and company reporting
- Finance Shared Services: covering Fees and Cash, Payroll, Payments, systems and Business Analysis
- Procurement: covering the University’s professional procurement service.

The Department is responsible for providing decision support and advice for management and budget holders both at a corporate level and also for academic faculties and departments and professional support services. Financial processes are carried out across most of the University’s departments. We provide expertise and oversight for practitioners and processes.

Finance ensures that funding is in place to support the University’s short and long term business requirements, including a planned campus redevelopment programme.

Finance also provide transaction services to support our students, staff and departments covering purchase invoice processing and payment, fees and other accounts receivable, cash services, systems support, process review and payroll.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6987
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 30 September 2018

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835