

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Assistant Management Accountant

## **College/Department**

Finance

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0102-21

## **Salary**

£27,704 per annum

## **Reports To**

Business Accounting Support Manager

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

To take a lead on non-pay reporting, forecasting and budgeting ensuring accurate and timely information to the University. To support the set up and accurate reporting of projects, liaising with the Business to ensure effective financial project management.

## **Principal Accountabilities**

**BUSINESS SUPPORT**

1. Initial preparation of non-pay for inclusion in management accounts, to include preparation and posting of accruals and prepayments as required.
2. Provision of non-pay variance analysis and commentary for Business Accountants and Budget Managers.
3. Support Business Accountants in preparation of budgets and forecasts.
4. With assistance from Accounting Support roles, to provide project costings and pre-award guidance and advice.
5. With assistance from Accounting Support roles, to set up awarded projects, monitor awarded projects, prepare claims and invoices when required, and provide project budget and forecast information.
6. With assistance of Accounting Support roles, to provide budgetary control overview as requested by budget managers.
7. Meeting with Budget and Project managers to ensure accurate and realistic financial positions are reflected in the ledgers and reports.
8. Be conversant with the Business Planning approach to be applied to all activities and projects within areas of responsibility.
9. Understand the profitability of different business segments and income streams.
10. Analyse and report on business development progress, in particular to monitor and track benefits realisation.
11. To develop ad hoc analyses for Finance Department and budget managers, as required by the Business.

**LINE MANAGEMENT**

1. Line management and appraisal of designated level 4 colleagues, helping to direct work to support the business and to help staff develop their skill and knowledge base.
2. Support for all Business Support team as needed.
3. To play a supportive role in enhancing the levels of financial knowledge and financial management skills throughout the University, including assisting in the preparation and delivery of finance training.

**GENERAL**

1. Seek and adopt best practice, maintain a high level of accuracy in all outputs and provide a flexible approach to delivering deadlines.
2. Work with influence across the University by developing and sustaining relationships.
3. Be fully aware of the health and safety responsibilities to you and your staff.
4. Promote and exemplify the University’s values.
5. Carry out any other duties or projects commensurate with the level and skills/qualifications of this role.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Working towards professional body accreditation, either for an accountancy qualification or another relevant professional qualification
* Educated to Degree standard or equivalent work experience
* GCSE Maths and English at Grade C or above or equivalent qualification
* Evidence of Continual Professional Development

#### **Experience**

* Experience of providing accurate financial reporting
* Experience of financial year end accounting and audit process
* Experience of working with and applying financial regulations
* Experience of preparing month end management accounts, forecasts and budgets

#### **Skills, knowledge and abilities**

* Strong Excel skills
* Accuracy and attention to detail
* Strong interpersonal skills, ability to build positive and supportive relationships
* Ability to communicate finance issues to non-finance staff
* Reconciliation and financial reporting skills
* Ability to consistently achieve deadlines and timetables to a high-quality standard
* Ability to teamwork within and beyond the immediate team, adopt a quality service ethos and contribute collegiately to the achievement of team goals
* Ability to summarise key points and drivers on subject matters in a manner which is easily understood
* Ability to ensure the provision of a high-quality accounting service with quality and timely accounting information, advice and direction

#### **Business requirements**

* Flexible approach to working hours when occasion demands
* Inter-site travel as required
* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner as required

### **Desirable Criteria**

#### **Experience**

* Experience of finance in the Higher Education or Further Education sectors
* Experience of working with ORACLE Cloud
* Supervisory or Management experience

#### **Skills, knowledge and abilities**

* Ability to identify improvements in systems and processes to maximise efficiency and effectiveness of the University
* Evidence of delivering training, and presenting information to non-finance colleagues
* Evidence of coaching / mentoring team approach

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)