

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Business Accountant

## **College/Department**

Finance

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0600-21

## **Salary**

£38,034 to £51,430 per annum

## **Reports To**

Senior Business Accountant

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

Provide high-level professional, financial and business information, direction and advice which delivers continuous improvement in financial performance, set within the context of the academic mission of the University.

Identify and manage financial risk and ensure financial integrity of business operations.

## **Principal Accountabilities**

**Leadership & Management**

* To be an integral member of the College/Department Executive and SMT, fully contributing to the development and implementation of College/Department strategic plans, and to the monitoring and control of business performance.
* To prepare and present College Performance Report & Financial Performance Report / Key Indicators as required.
* To be an integral member of the Finance Leadership & Management Team and contribute to the development and implementation of the University financial strategy
* To work proactively with all senior managers including Pro Vice-Chancellors, PVC Deans, Deans, Directors and SMTs to contribute to the University’s corporate objectives.

**Business Development**

* To inform and influence the business direction of the College/Department, working with SMTs to develop strategies for improvements in returns at an acceptable level of risk.
* To establish and maintain a business planning approach for all activities and projects within the College/Department.
* To evaluate the financial impact of alternative scenarios in order to maximise use of resources and financial returns.
* To prepare, analyse and interpret profitability of different business segments/income streams.
* To understand & interpret financial & business intelligence and financial & business Key Performance Indicators (KPI’s) to inform and influence business decision-making.
* To evaluate and authorise business development proposals, ensuring benefits are clearly identified and that proposals are financially and commercially robust.  
  This will include the utilisation of financial investment appraisal techniques together with the provision of costing and pricing advice and support.
* To undertake post investment appraisal, evaluating and reporting on benefits realised (both financial and business) and ensuring such benefits are fully reflected in future financial plans.
* To provide financial and commercial analysis, advice and support on contract negotiations (Including pricing) and contract management.

**Budgets & Forecasts**

* To lead the preparation of the annual budget and periodic forecasts, for consideration, agreement and submission by PVC Deans, Dean or Director, ensuring an integration of business plans with financial budgets and forecasts.
* To interpret Financial Guidelines and advise PVC Deans, Deans, Directors and SMT of their impact on the business area.
* To establish and maintain a business ethos within the College/Department, challenging and negotiating with relevant budget managers to ensure delivery of a budget submission in line with University Affordability and a forecast submission in line with budget.
* To take a proactive role in the identification of financial & business risks and in the identification and recommendation of options to mitigate any adverse effects of income shortfalls or cost overruns.

**Management Accounts**

* To produce, analyse and interpret management accounts to inform and influence business decisions, meeting with PVC Deans, Deans, Directors, SMT members & budget holders to provide financial and business advice and direction.
* To prepare reports on financial and business performance, detailing key results, analysis and explanations of major variances.
* To extrapolate the impact of underlying drivers and advise on future actions to ensure budget achievement.

**Staff / Systems Development**

* To play a key role in enhancing the levels of financial knowledge and financial management skills throughout the organisation.
* To design and deliver University wide Finance Training courses, under the OPD umbrella, and to provide be-spoke training and staff development support to SMT and budget holders within the Faculty/Department.
* To contribute to the design, development and implementation of enhancements to financial planning and performance models, systems and procedures.

**Financial Control & Advice**

* To provide a professional point of contact for all managers on matters relating to financial policies and practices, offering advice guidance, support and information as required.
* To provide professional guidance and direction to College and Department Finance Officers
* To authorise all staff recruitment forms, evaluating the business case for any new posts and ensuring that all recruitment is consistent with College/Department strategy & financial plans.

**Other**

* To maintain personal & professional development.
* To ensure all duties are carried out in a manner consistent with University Core Values and with due regard to Health & Safety and Equality & Diversity legislation.
* To undertake any other duties or projects, consistent with the role and level of the post, as may be required from time to time.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* A recognised CCAB accounting qualification

#### **Experience**

* Significant experience in a financial environment across a breadth of financial disciplines
* Experience in the preparation of financial plans and management accounts, together with the provision of financial and business advice to management
* In depth experience of working with financial and business systems
* Proven experience of delivering high quality outputs to tight deadlines

#### **Skills, knowledge & abilities**

* A good understanding of specialist financial techniques, including project investment appraisal, costing and risk analysis
* A good understanding of the key financial and business processes in an organisation
* Strong inter-personal skills, with the key ability to establish highly effective cross-functional working relationships at all levels in an organisation
* Strong communications skills, both written and verbal, and, in particular, the ability to communicate financial information to non-financial managers
* Strong analytical skills with the key ability to interpret data and provide meaningful management information and advice
* Good influencing and negotiating skills, and, in particular, the ability to influence the development of a financial and business ethos within the organisation, whilst appreciating its academic mission
* Advanced, hands-on, IT skills, to include all Microsoft Office applications, with particular proficiency in Excel
* Strong organisational skills

#### **Business requirements**

* Willingness and ability to travel between sites and externally in a time and cost effective manner

### **Desirable Criteria**

#### **Qualifications**

* A degree or equivalent qualification

#### **Experience**

* Experience of FE (Further Education) Funding and Accounting
* Experience of HE (Higher Education) Funding and Accounting
* A proven track record of influencing business decisions and of delivering solutions to financial and business problems.

# **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)