

JOB DESCRIPTION

Job Title:	Senior Management Accountant	Grade:	SG8
Department:	Finance Directorate	Date of Job Evaluation:	
Role reports to:	Assistant Director of Finance (Management Information)		
Direct Reports	None		
Indirect Reports:	Liaison with members of the Management Accounts Team		
Other Key contacts:	Budget holders / Faculty Operating Officers and other senior management throughout the University. Director of Finance and Assistant Director of Finance (Operations). University partner institutions.		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

You will be a key contact for the Faculty and/or Directorate senior management team, providing a wide range of management information and advice. You will play a substantial role in corporate level budgeting / forecasting, and management reporting for the University and its subsidiaries. You will also be required to represent the Finance Directorate on committees / working groups.

KEY ACCOUNTABILITIES:

Leadership and Management:

- Providing information advice and support to Faculty Operating Officers, Heads of Department, Heads of Directorates & Financial Managers to enable them to plan and manage the financial affairs of Faculties and Directorates.
- Representing the Finance Directorate on working and project groups.

Operational:

- Faculties\Directorates: business partner; financial information and advice to enable objectives to be achieved; revenue forecasting; development of financial plans and budgets; progress against plans and forecast outturns; link between strategy and resourcing; staffing requirements and financial sustainability of new and replacement posts; capital expenditure planning; cost\benefit analyses; course and programme costing; financial training to relevant faculty and directorate staff.
- Corporate level (analysis): financial analysis; financial sustainability of business units; financial forecasting; financial benchmarking; financial appraisals.

- Corporate level (planning and control); budget development; progress against plan and forecast outturns; salary forecasting; cash forecasting; financial forecasting; balance sheet management.
- Corporate level (management reporting); management accounts for University and subsidiaries; related analysis and information for Executive and Court Committees; other management reports.
- Corporate level (statutory accounts); information, schedules and analytical reviews to support the preparation of the statutory accounts of the University and its subsidiaries.
- Supporting the *Assistant Director of Finance* in achieving the objectives of the management accounting team; financial analysis; improving quality of outputs; adapting to changed requirements; improvement to financial models and work processes; enhancement to reporting platforms (Business Objects); maintain currency of financial procedural manual (vis-à-vis management information policy and procedures).
- Other activities consistent with the varied and developing demands of the role.

Technical:

- Ensuring that advice to Faculties\Directorates is consistent with corporate objectives and University strategy.
- Application of professional judgement giving advice and information to Faculties and Directorates, and in assessing the outcomes of their financial plans.
- Compliance with applicable accounting standards and statutory requirements.

Core Requirements

- Adhere to and promote the University's Equality and Diversity policies
- Ensure compliance with Health & Safety regulations
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

KEY PERFORMANCE INDICATORS:

- Timely response to budget holder / senior management requests / queries
- Successful completion of responsibilities and tasks assigned meeting quality and timeliness expectations

KEY RELATIONSHIPS (Internal & External):

- Faculty Operating Officers, Heads of Directorates, other senior management and budget holders within the University
- University of Kent Finance Office (re Medway School of Pharmacy)

PERSON SPECIFICATION	
<p style="text-align: center;">Essential</p> <p>Experience</p> <ul style="list-style-type: none"> Proven financial and/or management accounting experience <p>Skills</p> <ul style="list-style-type: none"> Excellent knowledge of financial and management accounting frameworks. Good IT proficiency, with emphasis on data sourcing and analysis. Excellent analytical skills. Excellent oral/written communication skills including report writing. Liaison and networking skills. Efficient and organised approach Good initiative and problem solving skills Ability to meet deadlines A customer oriented approach <p>Qualifications</p> <ul style="list-style-type: none"> CCAB qualified accountant <p>Personal attributes</p> <ul style="list-style-type: none"> We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p style="text-align: center;">Desirable</p> <p>Experience</p> <ul style="list-style-type: none"> Proven UK HE financial and/or management accounting experience <p>Skills</p> <ul style="list-style-type: none"> Knowledge of UK HE finance and regulatory framework. <p>Qualifications</p> <ul style="list-style-type: none"> Honours degree from recognised UK University