

JOB DESCRIPTION

Job Title:	Management Accounts Assistant	Grade:	SG6
Department:	Finance Directorate	Date of Job Evaluation:	
Role reports to:	Assistant Director of Finance (Management Information)		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	Management accounts team and other Finance team members. Staff with financial management throughout the University. Director of Finance and Assistant Director of Finance (Operations).		
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 carry out required financial processes and reconciliations, and play a role in budgeting, forecasting, and management reporting for the University and its subsidiaries.

KEY ACCOUNTABILITIES:

Operational:

- Support and assist the Management Accounts team with routine processes such as preparing and uploading journals, carrying out reconciliations, assisting with preparation for audits and statutory returns.
- Preparation and validation of data for reports to be circulated to budget holders within the University
- Preparing and circulating the monthly salary reports to all budget holders.
- Preparing accruals, schedules and analytical reviews for the preparation of the statutory accounts for the University and its subsidiaries.
- Preparing files and reconciliations for audit by a range of external bodies
- Review of outstanding purchase orders
- Preparing journals and journal uploads for posting
- Proving forecasts to support preparation of the management accounts; other management reports.

- Providing support to one or more business units within the University, to help them understand and prepare financial reports and returns.
- 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 with respect to management information policy and procedures.
- Other activities consistent with the varied demands of the role.

Technical:

- Ensuring that information provided to Faculties\Directorates is consistent with corporate objectives.
- Application of professional judgement in conversation with 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 policies on Equality and Diversity and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- 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):

Budget holders / Faculty Operating Officers and other staff with financial management throughout the University. Assistant Director of Finance (Operations). Members of other teams within Finance, e.g. Payroll etc.

PERSON SPECIFICATION	
Essential	Desirable
<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"> • Good knowledge of financial and management accounting frameworks. • Good IT proficiency • Good analytical skills. • Good 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"> • AAT or equivalent qualified or CCAB or equivalent part qualified <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>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 or equivalent <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A