

JOB DESCRIPTION

Job Title:	Head of Management Accounts	Grade:	SG9
Department:	Finance Office	Date of Job Evaluation:	
Role reports to:	Assistant Director of Finance (Management Information)		
Direct Reports	Management Accounting Team (6 people)		
Indirect Reports:	None		
Other Key contacts:	Budget holders & senior management within the University; finance colleagues; staff with financial responsibilities in the Faculties and Directorates		
<p>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.</p>			

PURPOSE OF ROLE: The key objectives of the Finance Office of the University are the improvement in the quality and timeliness of planning, management information, service quality, outputs, and ensuring that the overall objectives of the University are met. The post holder will have a major role to play in the achievement of these objectives. The post holder also has a key role to play in the management and development of staff, the development and improvement of management controls, and ensuring the necessary flexibility for adapting to a fast-changing environment.

KEY ACCOUNTABILITIES:
Leadership and Management

- Planning, coordinating and organising the work of the Management Accounts team with an emphasis on quality processes and outcomes. Management and development of staff within the team.
- Continuous improvement mindset, suggesting and implementing improvements to systems and processes
- Providing proactive advice to the senior managers on key risks and financial outcomes at project, business unit and corporate levels.
- Oversee and develop the Business Partnering relationships of the team with University stakeholders; seek to improve the service where possible
- Providing training to budget holders and staff with financial responsibility to enable them to undertake their responsibility in an effective manner.
- Representing the Finance Office on internal working groups, project teams, committees etc., and externally.

Operational

- Provision of management information, analysis, forecasts, technical input, advice, and reports to senior University managers.

- Implementing the University's budgetary control arrangements – managing the development of the University's budget to its approval stage, measurement of and reporting on outcomes against plan.
- Responsible for ensuring the preparation of the University's monthly management accounts (using its management accounting model), and written reports on key outcomes and items of significance.
- Implementation of and ongoing reporting against the RAM, and preparation and validation of quarterly Statement of Financial Health reports (contribution and absorption costing model)
- Maintain and update the Tuition Fee Model forecasting tool and provide up to date student income forecasts and scenario analysis. Supporting Faculty staff in developing and understanding their own tuition fee forecasts; liaison with the Planning and Statistics team to co-ordinate forecasting
- Contributing to the preparation of the University's statutory accounts (including subsidiaries) and other HEFCE annual accountability requirements.
- Ensuring compliance with the University's financial regulations and procedures and implementation of audit recommendations in conjunction with the Financial Accounts team.
- Work associated with and/or preparation of various compliance and statutory returns.

Technical

- Updating and developing the Management Accounting Procedures Manual
- Updating and developing the budgeting procedures and best practice manual
- Development of the management accounting model in response to changes in reporting requirements
- Development of Management Information reports

Management

- Management Accounting Team – 6 direct reports

Flexibility

- Other activities consistent with the varied and developing demands of the role.

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
- Meeting key deadlines for Committee Reporting and timetable for Statutory Accounts

- Maintenance & improvement of internal controls & implementation of internal audit recommendations

KEY RELATIONSHIPS (Internal & External):

- Budget Holders
- Finance team colleagues
- Finance officers and other similar staff in the Faculties and Directorates
- Senior Management throughout the University

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • 5 years management accounting experience at a senior level • At least two years' experience in managing staff and teambuilding, to include managing 3 or more FTEs • Business partnering experience, to include working with a variety of stakeholders without financial backgrounds <p>Skills</p> <ul style="list-style-type: none"> • High level of computer literacy (incl. advanced Microsoft Excel & working knowledge of Access) • Strong background in data analysis and forecasting • Good analytical and technical skills • Advanced communication and report writing skills • Ability to meet deadlines • A customer-oriented approach • A team player <p>Qualifications</p> <ul style="list-style-type: none"> • CCAB qualified accountant with significant PQE <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"> • Experience and knowledge of the Higher Education sector • Introduction of new systems and processes, with associated training and liaison <p>Skills</p> <ul style="list-style-type: none"> • N/A <p>Qualifications</p> <ul style="list-style-type: none"> • A recognised honours degree <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A