

JOB DESCRIPTION

Job Title:	Senior Management Accountant
Ref no:	FIN540
Campus:	Hendon
Service:	Finance
Grade:	Grade 9
Starting Salary:	£58,664 per annum inclusive of Outer London Weighting rising to £67,554 incrementally each year
Hours:	35.5 hours per week, actual daily hours by arrangement
Period:	Permanent
Reporting to:	Head of Management Accounts
Reporting to Job Holder:	Up to 5 other members of staff including Finance Business Partners

Overall Purpose:

A key member of the Management Accounts team within the University, supporting the Head of Management Accounts (HMA) with the Strategic Leadership of the Management Accounts team, including management of a team of Finance Business Partners. You will be responsible for leading (along with the HMA) on providing the strategic and operational financial information, analysis and insight necessary in order to support the University to be financially sustainable and to support its wider strategic objectives. You will take the lead and overall responsibility for costing and pricing, including overall responsibility for completing the University's annual Transparent Approach to Costing (TRAC) submission. In addition, you will be the Finance Business Partner for a number of Services and/ or Academic Faculties.

Principal Duties:

- To provide the lead role in developing and implementing costing and pricing models within the University, working with Finance Business Partners to ensure these are robust, fully understood and implemented throughout the University. Ensure these methodologies are fully documented, and reviewed regularly in light of developments in costing methodologies within the sector and beyond
- Specifically, to lead on the annual submission of the University's Transparent Approach to Costing (TRAC) return to the Office for Students, including understanding and operating the Corporate Planner costing model to generate data, calculating and reviewing charge-out rates and coordinating the tri-annual Time Allocation Survey of Academic Staff. Produce and present papers for the regular TRAC Operating Group meetings involving staff from the Academic community and the Research Office
- To support the HMA in the development and implementation of the University's strategic financial planning processes, including the annual budget setting process. Work closely with Finance Business Partners to ensure all financial information provided is accurately compiled and any assumptions and calculations clearly understood and articulated. This will also involve ad hoc work at short notice to provide robust financial information and analysis to assist the University in its objectives of achieving Financial viability and sustainability
- Leading on the tri-annual financial forecasts, including providing guidance to Finance Business Partners and other teams within Finance to ensure the forecast is accurately carried out and collated, and the main findings clearly communicated to the HMA to enable the completion of the quarterly Finance report
- Take the lead on contribution reporting, which informs the annual budgeting process. This will include liaison with and disseminating information to Faculty Deans and Heads of Department, and guiding Finance Business Partners on completion for their Faculties.

- Work with the HMA to deliver a comprehensive monthly management information package for Senior Management on a monthly basis including the use of KPIs, balanced scorecard and benchmarking information
- Support the Capital and Cost Accountant in delivering capital and endowment accounting for the University. Attend and provide financial support and information for the Executive-level Investment and Infrastructure Appraisal Board (IIAB). Attend the periodic capital in progress (CIP) transfer meetings to ensure all capital project transactions are accurately transferred to the Fixed Asset Register (FAR)
- Working closely with the Senior Financial Accountant, you will lead on the financial review of the accounts of Academic Partners, providing the Academic Quality Service with a summary of individual financial risk ratings and meeting with colleagues to address any specific issues or concerns that arise
- As Business Partner for a number of areas, you will be the recognised point of contact for all aspects of financial management for colleagues within your designated Services/ Academic Faculties, and be responsible for providing strategic advice and support to enable the area you are supporting to be financially sustainable and viable. Work collaboratively with Business Partners in other Service areas such as Human Resources to ensure the overall provision is 'joined-up' and enabling the Service/ Academic Faculty to make the optimum operational and strategic decisions
- With the HMA, you will take the lead in ensuring the business partnering service we provide is meeting the University's strategic and operational needs, regularly reviewing this and ensuring colleagues are supported in rolling out any changes identified
- Leading on the delivery of training on budget management, self-service management accounting and the wider University financial strategy
- Assisting with the financial year end, including producing year end notes to the accounts and dealing with related audit queries
- Manage and develop all staff within area of responsibility, in line with agreed departmental and University policies and procedures
- Undertake any other activities identified from time to time as necessary by the Head of Management Accounts, including representation at meetings and deputising in his/her absence

PERSON SPECIFICATION

Job Title: Senior Management Accountant

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

SELECTION CRITERIA

Education/Qualifications

Essential:

- Fully qualified Professional Accountant (CCAB, ACA, ACCA, CIMA)

Experience

Essential:

- Experience of taking a leading role in forecasting and budget setting for an organisation.
- Experience of designing and implementing costing and pricing models.
- Experience of having provided strategic advice and business solutions to Budget Holders and other Senior Managers within an organisation.
- Preparing accurate schedules to support statutory accounts
- Experience of working in a Business Partnering role
- Experience of working in a large and complex organisation
- Experience in managing and developing staff

Desirable:

- Experience of working in the Higher Education Sector

Knowledge

Essential:

- Knowledge and understanding of financial regulations, month-end and year-end procedures and processes, and the chart of accounts
- Strong understanding of accounting standards relevant to the Higher Education sector
- Knowledge and understanding of resource allocation models and/ or contribution reporting

Desirable:

- Understanding and practical experience of the Transparent Approach to Costing (TRAC) methodology used in Higher Education
- Knowledge and understanding of funding mechanisms for Higher Education in the UK and an appreciation of national policy and trends in the sector

Skills

Essential:

- Excellent report writing and presentational skills, with the ability to explain complex information to non-Financial colleagues at all levels up to and including Executive.
- Sophisticated IT skills including the ability to use Microsoft Excel to analyse large data sets and produce reports for Management outlining main findings
- Strong numerical reasoning and problem-solving skills
- Ability to think clearly and deliver under pressure, and to be self-motivated and pro-active in approach
- Excellent interpersonal skills, with an effective and flexible communication style to

ensure influence and credibility at all levels. professional relationships with staff at all levels

- Ability to adapt to a rapidly changing environment and competing demands

Desirable:

- Familiar with Oracle Financials
- Familiar with Tableau or similar data visualisation management information tools, including the ability to write reports

Equality Diversity and Inclusion

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion

MU Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

Annual Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Tom De Val, Head of Management Accounts, via e-mail on t.deval@mdx.ac.uk or via telephone on 020 8411 6912.