

JOB DESCRIPTION

Job Title:	Assistant Management Accountant and Project Assistant
Ref no:	FIN559
Campus:	Hendon
Service:	Financial Services
Grade:	Grade 6
Starting Salary:	£37,357 per annum inclusive of Outer London Weighting rising to £42,653 incrementally each year
Hours:	35.5 hours per week, actual daily hours by arrangement
Period:	Permanent
Reporting to:	Head of Financial Planning & Analysis (FP&A)
Reporting to Job Holder:	N/A

Overall Purpose

The post holder will be a vital member of the Financial Services team, supporting the Management Accounts Team, with Continuous Professional Development (CPD), Higher and Degree Education Apprenticeships and Research and Knowledge Transfer.

The post holder will be responsible for supporting the Finance Business Partners in putting through accounting adjustments associated with the University's monthly and yearly accounts; take a lead role in the financial processes (including reconciliations) and management reports for Research and knowledge transfer, CPD and Apprenticeships, including third-party sponsor liaison and cross-working with multiple teams within Financial Services and the wider University.

The post holder will develop detailed specialist knowledge in these areas, acting as the first point of contact for University colleagues and External Partners. They will support the Head of FP&A to develop and embed business processes that facilitate efficient operation of finance function relating to these areas.

Principal Duties

Overall:

- Support the Finance Business Partners in producing the University's monthly management accounts
- Support colleagues with the monitoring of Research and Knowledge Exchange, Apprenticeship & CPD performance by providing accurate and timely financial reporting
- Process all aspects of research and knowledge exchange project, including set up, invoicing, monitoring recharges and claims.
- To carry out such other duties appropriate to the role and grade as may be requested by the Head of Management Accounts and Finance Business Partner.

Continuous Professional Development (CPD):

- Be responsible for the financial processes and procedures for the CPD programmes and work with colleagues to ensure that robust procedures exist to ensure that students are admitted to the correct modules, programme and tuition fees.
- Be responsible for ensuring monies are received, reconciling income received, investigating and resolving any discrepancies
- Be the main point of contact for Sponsors and Faculties to ensure CPD invoicing and income collection is carried out correctly and in a timely and efficient

manner.

- Be responsible for collecting POs from sponsors in a timely manner, and establish good communication channels

Apprenticeships:

- Be responsible for the financial processes and procedures for the University Apprenticeship programmes and work with colleagues to ensure that robust procedures exist to ensure that students are admitted to the correct modules, programmes and funding.
- Be responsible for reconciling monthly funding claims that are submitted to the Education Skills Funding Agency (ESFA) with levy received, investigating and resolving any discrepancies and to provide summaries to Finance Income Team and the wider University
- Responsible for the management any additional levy procedures and processes such as Incentive Payments, Bursaries and Employer payments
- Support the relevant Finance Business Partner and Finance Manager (Apprenticeships & CPD) to ensure suitable controls and processes are in place to be compliant with ESFA funding rules and regulations

Management Accounts:

- Be responsible for the set up of project and entering budgets for the research and knowledge exchange projects.
- Maintain the self-service core and hourly paid salary costing tools for publication on the intranet.
- Be responsible for month-end journals for central costs and income, preparing the GRN accrual, variance analysis and addressing any queries arising and alerting budget holder when reports are available.
- To be responsible for running the monthly trial balances, reconciliations and template for MDX/MUVL/MUSL ensuring that any reconciliation issues are alerted to the Head of Management Accounts.
- To be responsible for collection and collation of the tri-annual work allocation survey as part of the TRAC return
- To be responsible for the monthly central income reconciliation. Liaising with colleagues to reconcile funding received.
- Provide initial Finance Business Partner support for the MDX Student Union and Million +. Duties to include the preparation of documentation for the monthly student grant transfer and all month end tasks.

PERSON SPECIFICATION

Job Title: Assistant 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

Essential:

- Educated to A-Level/ OND/C or qualified through significant experience working in a financial accounting/ processing environment

Desirable:

- Studying ICM or AAT or similar Accounting qualification

Experience, Skills & Knowledge

Essential:

- High level of IT skills including Word, Access, Excel, to perform analysis of large data sets from multiple sources and manipulation this data using analytical tools within excel
- Sound knowledge and understanding of accounting, including credit control and double entry
- Experience in process improvement, including designing new processes where current ones do not exist or are sub-optimal
- Excellent interpersonal skills, particularly the ability to work collaboratively with colleagues across the University and external colleagues
- Excellent oral and written communication skills
- Ability to work independently on set tasks, and to prioritise work demands to meet deadlines
- Team worker as well as being able to work on own initiative

Desirable:

- Experience of working within a Higher Educational institution
- Experience of carrying out complex reconciliations between data from different sources
- Experience in supporting monthly account production
- Knowledge of Apprenticeship and CPD funding streams
- Experience of using an accounting system, including accounts receivable and general ledger operations
- Working knowledge of APTM, Oracle Financials and Banner Student Management records

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.

Parking at Hendon campus

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. *Further details are available on the Travel and transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

Information for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

Public Transport

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location to help plan your travel: <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 Matt Houghton, Interim Head of Financial Planning and Analysis and Research, via email at m.houghton@mdx.ac.uk