Job Description Template

1. Job Details

Job title: Management Accountant
School/Support Department: College of Medicine & Veterinary Medicine
Line manager: College Accountant

2. Job Purpose
(Normally no more than 2 or 3 sentences)
Responsibility for providing accurate management information and assisting with the planning and preparation of budgets, annual accounts and management accounts for the College of Medicine and Veterinary Medicine.

3. Main Responsibilities
(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

1. Assist with the planning, preparation (including phasing) and input of all budgets into the university’s financial systems in accordance with established guidelines to ensure that accurate and timely budget information is available to central Finance and the College.

2. Raising of monthly sales invoices to LHB for various salary and related payroll costs, in-line with formats previously agreed with the trust and using salary data files provided by FIS (Financial Information Systems) to ensure the timely and accurate recording and reimbursement of monies paid out on their behalf.

3. Assist with the planning, preparation and input of reserves, after consultation with departments, in accordance with established guidelines to provide accurate and timely information to both central Finance and to the College.

4. Review and investigation of variances, balances and queries, which may be either self-initiated or in response to queries from within or out with the department to ensure that accounting procedures are being correctly followed and that the information in the accounts is correct and accurately reflects the financial position of a department.
5. Assisting with the Financial year-end accounts for the College including monitoring deadlines set by central Finance, assisting and advising departments with their year-end obligations and also monitoring, checking and coordinating the input of the year-end prepayment and accrual journals for the whole College, all in accordance with established university year-end procedures to ensure that the various deadlines are met and that as far as possible, that the information is accurate and timely.

4. Planning and Organising
Assist with planning and organising budget, reserves and external salaries information to take into account and meet differing annual deadlines throughout the year. For example verify the main budgets and enter them into the financial systems by September approximately; initiate discussions about supplementary budgets with the Schools to determine how they wish to apportion the budget across their departments and input the finalised figures during October ideally; initiate discussions with departments to determine their reserves figures in time produce a return to central Finance by the end of October; ensure external salaries information, invoicing and queries are resolved in time for LHB’s March year-end.
Planning and organising input of budget and actuals journals and corrections to accounts into the university’s financial systems in-line with the monthly accounting ledger deadlines.
Reacting to daily queries and problems from throughout the College.

5. Problem Solving
Problem solving would involve reconciliations, for example, of central or departmental figures, actuals and budgets; of actuals to sales invoices or claims raised to external bodies. Departmental queries are common and usually routine; however, on occasion they can be complex, for example if the query covers a substantial period of time and/or several cost centres or job codes. Reconciliations at school level can be complex, again depending on the nature of the query.
Departments also routinely raise queries and ask for advice regarding university wide systems, accounting procedures, accounting computing packages and reports, generated by both the university and the departments themselves and also who to contact within other departments. This therefore requires a good general overall working knowledge of university procedures and personal contacts; the Management Accountant is often the first point of contact.

6. Decision Making
The Management Accountant would be expected to assist and advise the College Accountant with any financial and/or coding structure decisions that they deem necessary; for example by collating information and/or holding detailed discussions with departments, and to help and advise the College to decide how to manage current and future resources most effectively and advantageously within the financial procedures available i.e. using budgets, reserves, planned under/overspends, all whilst taking into account the sometimes conflicting aims of the departments, the schools, the College and central Finance.
It is part of the Management Accountant’s remit to assist the budget holders in the College with decisions that they have to make regarding the financial management and structure of their departments and to ensure that their accounts reflect this; advice would be taken from the College Accountant if the matter was not straightforward. This could involve discussing with a department what their current
financial position is and what they might need to use their resources on in the future
and how we might help them to achieve the end of year position they would like by
advising on the best use of budgets and reserves and possible alternative coding
structures.
Advice to departments and schools regarding how to structure them most effectively
and advantageously within the finance coding structures i.e. types of job codes, cost
centres etc. would be undertaken by the Management Accountant and would only be
referred to the College Accountant in the case of a complex restructuring or a new
structure within the College.
As College Finance comprises of a small, close-working team of 3 people, any
decisions to be made that would be likely to have a significant financial, structural
and/or political impact would be run past the College Accountant to keep them
informed and ensure that these decisions were in line with top level College
management policy and then would also be disseminated to the Senior Clerical
Assistant to ensure that the whole team is kept abreast of important developments.
The granting, increasing or closure of a petty cash float is also within the remit of this
post.

7. Key Contacts/Relationships
There are 3 distinct groups of people that this post requires contact with:
   I. College of MVM - regular contact with College staff and school administrators
      re the financial administration of the College.
   II. Departments external to CMVM - frequent contact with FIS and all other
       areas within central Finance and Research departments for advice and to
       ensure correct procedures are adhered to.
   III. External to the University - regular contact with different members of finance
        staff within external organisations such as LHB to ensure the sales invoicing
        is accurate, timely and relevant.

8. Knowledge, Skills and Experience Needed for the Job
Good basic accounting knowledge required including budgeting experience –
minimum of 3 years accounting experience.
Strong Excel spreadsheet skills are essential, in particular the use of pivot tables.
Ability to manipulate imported data from files for use in Excel (and with pivot tables).
Good interpersonal and communication skills to deal with a whole spectrum of people
with varying knowledge and skills and be able to explain a range of concepts in easily
understandable terms.
Discretion, tact and a professional attitude are required as often dealing with a range
of people, with differing abilities and knowledge, who although may be working within
the same department, will have different information requirements and different
expected outcomes which are not always compatible.
Confidentiality is essential as this post will involve access to Human Resource and
salary information.

9. Dimensions
   1 indirect report – Senior Clerical Assistant
   Monitor College budget circa £26 million and reserves £1.6 million
   Monitoring of 4 schools plus the College Teaching Organisation and MVM Corporate.
   Sales invoices raised to value in excess of £4 million.

10. Job Context and any other relevant information