University of Edinburgh

1. Job Details

Job title: FINANCE MANAGER

School/Support Department: ACCOMMODATION SERVICES

Unit (if applicable): FINANCE

Line manager: ASST.DIRECTOR – SUPPORT SERVICES

2. Job Purpose

To manage the Financial Accounts and Student Credit Control section to ensure that all financial data is accurate and processed to agreed timelines and within the scope of local and central policies and procedures. To carry out regular review of operational areas which impact on financial information, to minimise the risk of fraud and loss. To manage and develop staff to meet changing business needs

3. Main Responsibilities

1. Manage the control and reconciliation of all cash, credit and cash-related transactions to minimise the risk of fraud and ensure the accurate capture of all revenue 25%

2. Manage the reconciliation of all (student and commercial) sales ledger balances and suspense accounts to ensure that outstanding balances can be analysed and resolved 5%

3. Review student debt profile in conjunction with Student Administration Controller and develop processes and systems to improve this 10%

4. Review commercial debt profile in conjunction with AS operational staff and develop processes and systems to improve this in conjunction with UofE Central Finance 10%

5. Review and implement financial accounting processes and procedures in conjunction with operational managers, including systems development in order to deliver robust controls 25%

6. Review VAT issues with UofE Tax Manager to ensure that Accommodation Services operations are compliant with current VAT legislation 5%

7. Prepare Statutory Financial Accounts and Tax Information in relation to UofE Accommodation Ltd to agreed University timelines 10%

8. Manage and develop staff in order to ensure department meets business objectives 10%

4. Planning and Organising

Planning is key aspect of job

• Meeting pre-determined timelines for reporting via efficient use of staff resource.
• Ensuring control is maintained within changing business environment and operational changes
• Developing process and procedures in line with IT system changes and enhancements

5. Problem Solving

• Reconciliation issues re: banking from cash-handling outlets. Analysing the cause of the problem, explaining to personnel involved the issue and involving line manager to address training issues
• Providing a diplomatic and pragmatic solution to a variety of operational issues including accelerating payments to address supply issues. This will involve building good working relationships with Central Finance.

6. Decision Making

• Recruitment of staff to meet business needs in conjunction with Human Resources and Asst. Director – Support Services
• Authorise write off student and commercial debt upto agreed limits of £500-£1000.
• Advice operational staff on best financial practice
• Prioritises work for direct reports to meet business needs, particularly important to account for resource availability.
• Control of Finance Dept budget - £ 900K
• Ensure that the necessary steps are taken to keep AS within any insurance requirements

7. Key Contacts/Relationships

• Contact with Central Finance staff to ensure best practices adopted in Accommodation Services, by e-mail or in person
• Develop operational procedures with AS operational managers and assess impact on AS Finance, face to face meetings
• Direct staff to optimise departmental efficiency by direct contact and confirm in writing
• Work closely with AS Mgmt. Accounting to develop efficient reporting
• Agree in writing an action plan to address any financial control issues with ADSS

8. Knowledge, Skills and Experience Needed for the Job

• Qualified accountant with minimum 5 years post-qualifying experience, with an emphasis on cash management and large volume debtor control
• Have proven record of recruiting, developing and managing staff
• Be able to demonstrate excellent Microsoft Office skills
• Have excellent communication, both written and verbal, skills to be able to communicate with staff at all levels of the organisation
• Demonstrate the ability to meet deadlines in a changing operational environment
• Instil in all staff the core values of customer service and right first time

9. Dimensions

• Responsible for 4 full time staff, plus varying numbers of temporary staff
• Indirectly responsible for 3 other staff
• Job impacts on approx. 50 staff across Accommodation Services
• Responsible for Finance budget = £ 900K
• Debtor Management of ~5500 student accounts ~ £20M (2006/07)
• Debtor Management of ~ 300 commercial ledger accounts and ~1000 individual accounts ~ £9M (s006/07)
• Control of cash and cash equivalents e.g. stock from ~10 other sites with a value of ~£20K per week
• Management of stock items with annual turnover of ~£150K

10. Job Context and any other relevant information

The postholder needs to ensure that the Finance adapts to changing business needs whilst maintaining control of all aspects of Financial Accounting within Accommodation Services. Experience of working in both public and private sectors would be an advantage