1. Job Details

Job title: SENIOR MGMT. ACCOUNTANT
School/Support Department: ACCOMMODATION SERVICES
Unit (if applicable): FINANCE
Line manager: ASST. DIRECTOR – SUPPORT SERVICES

2. Job Purpose

To work with senior managers within AS (and elsewhere) to ensure that management reporting facilitates the management of their areas, and supports decision-making, this will involve developing the monthly accounts and forecasting process as well as the budgeting process. This will involve financial modelling, systems development and challenging existing working practices with operational managers to re-enforce a culture of continuous learning and improvement.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>Approx. % of time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>1. Prepare and develop the monthly management reports to facilitate the decision-making of both the Senior Management Team and other operational managers</td>
</tr>
<tr>
<td>20%</td>
<td>2. Produce a monthly financial forecast supported by senior managerial review to highlight and tackle operational issues.</td>
</tr>
<tr>
<td>5%</td>
<td>3. Develop a process to enable Accommodation Services to move to a rolling forecast basis to allow effective planning by senior managers</td>
</tr>
<tr>
<td>15%</td>
<td>4. Produce the annual budget for Accommodation Services to allow the Central University to monitor overall performance and to provide as basis for performance measurement</td>
</tr>
<tr>
<td>15%</td>
<td>5. Review of business areas in conjunction with operational managers and identify areas for improvement and enable the measurement thereof</td>
</tr>
<tr>
<td>10%</td>
<td>6. Liaise with key managers both locally and centrally to deliver both on time and regulatory compliant information</td>
</tr>
<tr>
<td>5%</td>
<td>7. Manage and development staff to ensure that the function continues to meet the business objectives in a changing operational environment</td>
</tr>
<tr>
<td>15%</td>
<td>8. Support the development of systems by specifying comprehensive reporting requirements to facilitate reconciliation between operational and financial systems</td>
</tr>
</tbody>
</table>

4. Planning and Organising

Planning is a key aspect of this job, the time period ranges from 1 month to 5+ years:
• Meeting pre-determined central timelines for reporting via efficient use of staff resource and system enhancements. Generally, speaking these follow a monthly or annual cycle. The is a 5 year review on a bi-annual basis
• Ensuring control is maintained within changing business environment and operational changes
• Develop processes that allow for review and understanding of data prior to publication
• Identify areas that require review whether cost or income and agree timelines for review and change with senior operational managers
• Develop methodologies/templates to standardise financial appraisal processes
• Able to plan for ad hoc requests for data or information on a timely basis

5. Problem Solving
• Assess the impact of a business decision on the financial result and suggest methodologies that could be used to improve the outcome without compromising the financial integrity of the business.
• Analyse unexpected financial variances in the monthly accounts, then in conjunction with senior and operational managers agree the changes to be introduced in address the issue and how these will be monitored going forward.

6. Decision Making
• Recruitment of staff to meet business needs in conjunction with Human Resources and Asst. Director – Support Services
• Provide advice to operational managers on financial evaluations, business process and control to maximise profit
• Prioritise the work in conjunction with direct reports to meet agreed financial deadlines
• Agree loans profile of AS in conjunction with ADSS and UoE Central Finance
• Determine when the monthly management accounts represent a true reflection of AS operations and publish accordingly
• Publish monthly forecast when the post-holder has agreed with senior management team that it represents a true reflection of the business

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 including SMG and assess impact on AS Finance, usually via face to face meetings
• Work closely with AS Financial Accounting to develop efficient and accurate reporting and address any timing issues
• Develop the profile of the Mgmt. Accounting function within AS, so that the function is seen as customer focussed
• Agree in writing an action plan to address any management control issues in conjunction with ADSS

8. Knowledge, Skills and Experience Needed for the Job
• Qualified accountant with minimum 3 years post-qualifying experience, with an emphasis on operational reporting and measurement
• 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
• Be able to work on their own initiative
• Be able to demonstrate the ability of implementing change to improve operational performance
9. Dimensions
- Responsible for 1 full time member of staff
- Responsible for all monthly reporting for a £27M business, both on actual and forecast basis
- Responsible for production of AS budget annually
- Holds monthly meetings with all key managers at AS, ~10 people
- Job impacts on approx. 20 staff across Accommodation Services
- Reconciliation of income, from ~15 sites
- Works in conjunction with Finance Manager to implement process changes

10. Job Context and any other relevant information
The post-holder needs to ensure that the Finance adapts to changing business needs whilst maintaining a high standard of reporting within Accommodation Services. Experience of working in both public and private sectors would be an advantage