Job title: College Accountant

School/Support Department: College of Medicine and Veterinary Medicine

Unit (if applicable):

Line manager: Main Accountability – Head of College
College Support Team Responsibility – College Registrar
Professional Accountability – Director of Finance
Service Accountability – Heads of Schools

2. Job Purpose
To provide financial management advice and support to Head of College, College Corporate Management, and to Heads of Schools within the College of Medicine and Veterinary Medicine. To play a key role in achieving College financial and operational objectives, including reviewing, adapting and improving the range, speed and quality of service delivery. To ensure effective liaison with the central Finance Department, thus contributing to implementation of corporate University financial strategy.

3. Main Responsibilities

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<th>Approx. % of time</th>
<th>Description</th>
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<tr>
<td>10%</td>
<td>1. Review the resource aspects of College academic strategies, financial strategies and action plans to ensure they fully reflect academic objectives set by the Head of College.</td>
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<td>10%</td>
<td>2. Articulate the financial strategy and financial management processes throughout the College (e.g., presentations, written papers, etc) to ensure that it is understood and followed.</td>
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<td>5%</td>
<td>3. Establishing and controlling the College budgets and cascading these to schools to ensure optimum use of resources.</td>
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<td>30%</td>
<td>4. Preparing monthly, quarterly and annual forecasts of income, expenditure and salaries to monitor, assess and report financial performance and implications to College and University management.</td>
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<td>5. Maintain an overview of endowments, commercialisation of research, cost recovery or new initiatives to identify and exploit possible funding opportunities.</td>
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<td>10%</td>
<td>6. Assist, in conjunction with Finance, any cross-college initiatives, financial policies &amp; procedures and systems to improve the College and University's accounting processes.</td>
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<td>5%</td>
<td>7. Liaising with Finance and Estates &amp; Buildings on capital projects and quasi-commercial operations, including developing businesses, to ensure resources are adequately managed and investments justified.</td>
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8. Line manage the college management accountant [AA2] and senior clerical assistant [CN3] to ensure they meet their job responsibilities, execute College financial plans and policies and achieve professional development. 15%

9. Liaise with Planning Staff to ensure that resources attributed to the College are accurate and equitable. 5%

4. Planning and Organising

Review and refine College financial plan on a rolling five-year timescale.

Prepare a monthly report to College Management and Head of Schools forecasting salary expenditure for the current and next two years.

Develop and present *ad hoc* reports at the request of College Management and Finance on various MVM funding sources such as endowments, donations and full economic costing, with recommendations for realising benefits for the College.

Establish and control and the College budgets and cascade these to schools on an annual basis (along with continuous updates).

5. Problem Solving

The poster holder is involved in resolving routine financial and accounting issues but also resolves a range of more complex, *ad hoc* problems, which require application of initiative and prior relevant knowledge to gather and process information from a range of sources in order to provide solutions. Examples of such problem solving are as follows:

To independently develop an equitable and appropriate formula for distributing the College’s annual budget between schools.

To improve resource management and review processes that highlight additional funding opportunities within areas such as endowments and full economic costing of research projects.

To identify schools and cost centres that are running over budget and provide solutions to reduce deficits.

6. Decision Making

Assess and report to College Senior management on the merits and financial feasibility of future projects. Examples of such would include preparing capital appraisals for new buildings, reviewing the commercial viability of new subject courses within schools, and assessing the full economic cost of research projects.

Decide on recruitment and staff allocation within College Finance.

7. Key Contacts/Relationships

Continually liaising with senior finance staff at various health authorities on invoicing of share resources (both staff and non-staff costs).
Represent the University at workshops focused on new costing methodologies and involving peers in Scotland.

Regular contact with College Management and Finance Management on financial and operational matters.

8. Knowledge, Skills and Experience Needed for the Job

- Professionally qualified (e.g., member of ICAS, ICAEW, CIMA, CIPFA, ACCA).
- Substantial experience in general financial management (minimum 5 years experience).
- Strong inter-personal skills, including influencing and negotiating skills.
- A good standard of competency in Word/Excel.
- High standards of written and oral expression, including presentation skills.
- Experience in the development and implementation of plans.
- Experience in line managing and developing staff.

9. Dimensions

- Line manager for management accountant [AA2] and accounts assistant [CN3].
- Monitor and control annual College Budget (circa £26 million) and various funding (e.g., endowments totalling circa £76 million).
- Provide continuous support to Head of College, and to Heads of Schools within the College, in overall financial management

10. Job Context and any other relevant information

- To develop and apply new costing methodology (full Economic Costing) to all future research applications within the College.