Management Accountant – Professional Services
Job Description
Management Accountant - Professional Services

Responsible to: Financial Controller
Accountable to: Financial Controller

Overall Purpose

To be the Accountant for the central professional functions of the University. Provide financial advice, management accountancy services and management reporting to Cost Centre Directors and Managers. Deal with finance queries across the whole range of issues that impact on their Cost Centres and contribute to central accounting management and activity, including assisting with year-end financial reporting activities.

Principal Duties and Responsibilities

- Provide advice and assistance to Cost Centre Managers and other staff with the costing and pricing of all activities within those areas, following departmental procedures and guidance provided by the Financial Controller.

- Co-ordinate the preparation of budgets by working in conjunction with the Cost Centre Managers and Directors to assess income and liabilities.

- Use the University's finance system to provide monthly reports, monitor trends, investigate variances and produce forecasts within strict reporting deadlines.

- Have a proactive approach to all tasks undertaken and take appropriate action to deal with issues arising.

- Contribute to the University financial year end close down procedures by identifying issues in the Professional Service areas, which will have an impact on the financial statements such as income in advance and expenditure accruals.

- Provide first line financial advice to the Professional Service Cost Centre Director's and managers and their staff on all financial issues including cost coding and the application of Financial Regulations.

- Contribute to the development of standard reporting, accounting approaches, system enhancements etc as part of an accounting team, headed up by the Financial Controller.

- Assist Professional Service Cost Centre Directors and managers in the development of Cost Centre financial strategies and longer-term financial plans.

- Assist the Financial Controller in the preparation of University consolidated budget, annual financial statements, statistical returns etc. as directed.
Generic Duties and Responsibilities

• Undertake other duties as required commensurate with the general nature and grading of the post.

• The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by senior members of the finance management team.

• The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.

• The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.
## Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

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<th>Criteria</th>
<th>Essential / Desirable</th>
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### Qualifications

1. GCSE's or equivalent in Maths and English | D | A |

2. AAT or equivalent qualification | E | A |

3. In training towards an accounting qualification | D | A |

### Skills, Knowledge and Experience

4. High level of interpersonal and communication skills | E | I/T |

5. Collaborative and customer orientated approach to work | E | I |

6. Competent in the use of Excel and computerised finance systems | E | A/I/T |

7. Significant previous experience of management accounting work | E | A/I |

8. Knowledge of basic accounting principles | E | A/I |

9. Ability to meet deadlines and manage workload efficiently | E | A/I |

### Personal Qualities

9. Ability to adapt to organisational change | E | I |

10. Ability to adapt to technological advances in the workplace | E | I |

11. Self-motivated and able to meet deadlines without supervision. | E | I/T |

12. Ability to work on own initiative and as part of a team. | E | I/T |

(E) Essential
(D) Desirable
(A) Application
(I) Interview
(T) Test
Terms and Conditions of Employment

Job Title: Management Accountant - Professional Services

Duration: Substantive

Hours: Full time: 37 hours per week

Salary: Grade 7: £34,189 - £38,460 per annum

Work Base: Avenue Campus or any of The University of Northampton premises as required

Pension: Eligible to join the Local Government Pension

Holidays: 23 days per annum plus 5 days after 5 years continuous service plus Bank Holidays and Closed days.

Notice period: 2 months

Probationary period: 12 months

Additional Points to Note

Applicants are required to provide two referees who can give an opinion on academic and/or professional work experience.

Successful applicants are required to provide any stated/required qualifications and evidence of any memberships to professional bodies.

Applicants must provide evidence of their right to work in the UK in accordance with the Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006.

The starting salary for all new appointments and internal promotions will normally be at the minimum point of the grade.

Should you be shortlisted to attend an interview the University will not reimburse you for any expenses incurred.