

## Job Summary

**Job Title:** Management Accountant

**Grade:** 8

**Salary:** £49,599 to £55,755 per annum, pro-rata if part-time

**Department:** Finance

**Job Family:** Management and Administration

**Contract:** Full-time or job share, fixed term contract for 12 months

**Job Reference:** 11836

### Role Purpose:

The Management Accountant is a critical position within the University of Leicester's finance team, responsible for driving excellence in financial management and reporting. This role focuses on delivering timely and accurate monthly management accounts, developing robust forecasting models, and inputting into a dynamic budgeting process to support the university's strategic and operational objectives.

As a trusted Business Partner to academic and professional service departments, the Management Accountant will provide insightful analysis, identify opportunities for efficiency improvements, and help ensure resources are allocated effectively. The post-holder will play a key role in enhancing financial sustainability, fostering collaboration across Colleges, Schools and Professional Services Divisions, and enabling informed decision-making at all levels of the university. The post-holder will work pro-actively with their budget-holders to anticipate needs and identify areas for financial improvement.

In addition to ensuring compliance with internal policies and statutory regulations, the Management Accountant will lead initiatives to improve financial systems and processes, contributing to the overall efficiency and effectiveness of the university's financial operations.

### Principal Responsibilities

To provide a professional accounting service to a segment of the University. This will involve working with the relevant staff on:-

- Preparation of the monthly Management Accounts and forecasts - management of budgets of their areas, supporting target setting, and analysing performance to advise on appropriate action to stay within the budgetary framework. Training members of the areas to be able to perform monitoring on a regular basis independently of the Finance Office.
- Analysing the staffing base/student FTEs/trading data and data held on the SAP/SITS system to prepare a regularly updated forecast for income and expenditure. This will be used within the area to assist in understanding the financial position, planning for future developments and can also be incorporated into the University budgets. The Management Accountant will also



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provide advice to central University committees and working groups on the availability of funding for posts and the wider implications of resourcing decisions.

- Provide support and appropriate guidance to the area in strategic planning and in preparation of their annual submissions to the strategic planning and five-year plan financial forecasting round.
- Financial modelling, analysis and appraisal of existing and new initiatives. Providing support to areas in the development of new initiatives, advising on the appropriate financial strategy for bids, working with areas to develop appropriate costing methodologies and to accurately estimate the costs and income associate with initiatives including assessments of risks and sensitivities.
- Line management of Assistant Management Accountant - provide support, training and development opportunities as well as regular one to ones and PDD discussions.

### Other Ad Hoc work

- Supporting and providing direction to other areas where required as well as project work in their area and across Central/Finance/Divisions.
- Proactively engage with the wider Management Accounting team to work on continuous service improvement activities and collaborate on shared projects.

### Internal and External Relationships

- The postholder will be interacting with other members of the Finance Office on a daily basis. This would be to assist in answering questions or working with support staff on tasks that have been delegated to them.
- On daily basis the post holder will answer questions from staff in academic and other departments by teams, telephone or e-mail. This would be at a variety of levels from the Heads of College, Schools, Departments, Administrators and Support Staff.
- On a regular or at least monthly basis the post holder will attend internal meetings with non-finance staff to support them in managing their departmental budgets and decision making.
- The post holder will develop strong working relationships with the Heads of Colleges/ Departments/Divisions in their portfolio and the associated departmental administrators.
- External and Internal Auditors
- Regulatory bodies like OfS and Research England.



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### Planning and Organising

- Responsible for organising and planning own work. Prioritising work on a daily and weekly basis to maximise the effective use of resources and to ensure that any deadlines are met.
- Planning to ensure conflicting deadlines are met.
- Reacting quickly to any urgent matters and bringing them to the immediate attention of the Head of Finance (internal Performance & Planning)
- Support the Head of Finance (Internal Performance & Planning) in achieving service objectives and in contributing to service improvements ensuring high standards are being met.

### Qualifications, Knowledge and Experience

#### Essential

- A good first degree or equivalent\*
- Professionally qualified accountant and a member of an institute such as the ICAEW, ACCA, CIMA or CIPFA\*
- Proven experience of providing professional advice in a financial environment within a large and complex organisation\*

#### Desirable

- Experience of a publicly funded environment, particularly Higher Education.

### Skills, Abilities and Competencies

#### Essential

- A demonstrable capacity to contribute to business planning and decision support\*
- Excellent analysis, integrated thinking and impact and influence skills\*
- Excellent communication skills, including a high standard of written work with the ability to produce reports and present information clearly to a wide range of staff\*
- Highly developed IT skills with proven experience of using these to inform decision making
- Be able to work well independently, co-operatively as part of a team and within a changing environment
- Ability to demonstrate appropriate use of initiative, reliability and integrity
- The ability to make a presentation to a small group



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- A demonstrable solution focussed approach, including tenacity, determination and a 'can do' attitude
- Effective oral and written skills in order to communicate effectively with staff at all levels

### Desirable

- Experience of using SAP/Other large accounting system to inform decision making.
- Experience of using ETL software such as Alteryx

### Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our



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work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

