UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

Patron: HRH The Prince of Wales www.ucem.ac.uk

Horizons, 60 Queen's Road, Reading RG1 4BS
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e recruitment@ucem.ac.uk

Management Accountant

Job Specification

JOB DESCRIPTION

Employment status:	Permanent, full time
Hours:	35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m.
Location:	Horizons, 60 Queen's Road, Reading, RG1 4BS
Department:	Finance and Resources
Manager:	Asad Shah, Head of Finance
Liaises with:	Budget holders; departmental managers; Senior Leadership Team (SLT); other internal colleagues; external auditors; HMRC and finance software suppliers

Summary of the role

You will provide a management accounting and finance systems development service to UCEM, including preparing annual statutory and monthly management accounts, budgeting and forecasting, financial analysis and providing guidance to budget holders in managing their budgets to achieve targets.

You will also take care of the monthly balance sheet reconciliations, development and enhancement of financial processes and procedures including internal controls, to achieve robust financial performance for the institution.

Duties and responsibilities

Management information

- Prepare periodic management accounts, including income and expenditure accounts, budgets, cash flows, variance analysis and key financial health ratios.
- Ensure all budget holders and senior management have access to accurate, timely and relevant management information.
- Develop and implement internal recharges to ensure the accurate allocation of costs to UCEM's programmes of study.
- Develop key performance indicators to enable the performance of the organisation to be measured effectively.
- Interpret and communicate financial data to non-financial managers.

Forecasting and budgeting

- Monitor organisational performance against budget, ensuring that significant actual and potential variances are highlighted to budget holders and the management team, as appropriate.
- Contribute to medium and long term business planning/forecasts, including income projections and reforecasts, with particular regard to student fee income.
- Develop and maintain accurate cash flow forecasts and projections.

Financial controls

- Undertake balance sheet reconciliations to ensure the completeness and accuracy of management and statutory accounts.
- Ensure all bank accounts are reconciled with appropriate frequency and that any discrepancies are investigated.
- Ensure that the fixed asset register is maintained and updated with new assets and that all disposals are accounted for.
- Ensure financial system authorisations and workflows are maintained and updated as required.
- Monitor, review and evaluate accountancy practices, financial reporting processes and financial controls; recommending improvements where needed.

Statutory reporting and returns

- Prepare statutory accounts for UCEM, its subsidiaries and trust funds with appropriate supporting schedules and liaising with external auditors as required.
- Ensure the chart of accounts facilitates the necessary analysis to meet both statutory and internal reporting requirements.
- Ensure all VAT, Corporation Tax and any other statutory returns are prepared and submitted in a timely manner.

Business support

- Provide ad-hoc reports, appraisals, data, analysis, advice and commentary as required to help inform decisions and strategies to support funding and grant applications, and to evaluate and monitor projects and contracts.
- Offer professional judgement on financial matters and advising on ways of improving business performance (increasing income and reducing costs).

Payroll support

- Line manage and provide support and guidance to the Payroll Supervisor.

Fees, pricing and recharges

- Maintain student fees in the student database, ensuring all students are charged correctly.
- Provide input on the pricing of services and programmes provided by UCEM and its subsidiaries.
- Ensure inter-company recharges are undertaken in accordance with relevant trading agreements and processing these recharges accordingly.

Financial systems

- Act as a system administrator for Agresso finance system.
- Ensure data and parameters within UCEM's financial systems are updated to maintain integration with other systems.
- Provide input to the ongoing improvement and development of UCEM's financial and other core systems, ensuring they continue to meet reporting and other requirements.

General

- Provide support and cover to other members of the Finance Team at peak times.
- Deputise for the Head of Finance as required.
- Undertake other duties of similar nature which fall within the scope of the post which may be required from time to time.

Line management responsibilities

You will line manage the following two roles: Assistant Accountant; Payroll Supervisor.

Financial accountabilities

You have delegated authority within the Finance Department budget and you will authorise payments through online banking.

Job Specification
Continuation Sheet

PERSON SPECIFICATION

A = Application/CV I = Interview T = Test

Qualifications and training			
Essential	**How tested**	**Desirable**	**How tested**
Professional accounting qualification	**A**	Degree qualification	**A**
Previous experience			
Essential	**How tested**	**Desirable**	**How tested**
Undertaken a management accounting role or a role with similar duties and responsibilities	**A I**	Experience within the same or similar sector	**A**
Personable, with experience of explaining management accounts to non-financial budget holders	**I**	Supervisory or line management exposure	**A I**
Skills, knowledge and aptitudes			
Essential	**How tested**	**Desirable**	**How tested**
Knowledge of charity SORP accounts	**A I**	Knowledge of Agresso financial software	**A I**
Knowledge of management accounting practices	**I**	Knowledge of SITS (student records database system)	**A I**
Strong computer skills, including the use of Microsoft Office products, particularly Excel	**A I**	High level IT skills; MS office suite	**A I**
Understanding of modern management information systems	**I**	Experience with Agresso Accounts	**A I**
Analytical ability and a logical approach	**I**		
Accuracy and attention to detail	**A I**		
Good oral and written communication skills	**A I**		
Strong organisational and time-management skills	**I**		
Able to explain technical financial information clearly to non-financial colleagues	**A I**		
Honesty and discretion	**I**		
Able to supervise the workload and provide appropriate support to team members when required	**I**		
Able to work effectively as part of a team	**A I**		

BENEFITS

- Salary range £38,000 to £43,000 per annum.
- 24 days paid holiday (rising with service to 27) plus paid bank / public holidays and up to 5 paid closure days; all per holiday year.
- Pension scheme (auto-enrolment) and life assurance.
- There are limited parking spaces but you may ask to join the Waiting List.
- Employee Assistance Programme.
- Childcare Vouchers and Cycle to Work salary sacrifice schemes.
- Voluntary Healthcare Scheme.
- Charity giving.
- Access to IT discounts.

APPLICATION PROCESS

Preferably by email to recruitment@ucem.ac.uk

Please send the following documents:

1) Your up-to-date CV;
2) A covering letter outlining your suitability for the role with your salary details; and
3) A completed **Recruitment Check Form**, available from the jobs section of our website at www.ucem.ac.uk

Internal applicants are advised to inform their line manager of their application.

Informal discussion

For an informal discussion about the role please contact Asad Shah on 0118 467 2128 or email a.shah@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 7051 / 2113 or email recruitment@ucem.ac.uk

NO AGENCIES – WE DO NOT USE AGENCIES NOR CAN WE ACCEPT CV SUBMISSIONS

Closing date

Monday 13 March 2017 at 12 noon.

Interviews

You will be contacted by HR to arrange an interview date if your application is successful. When you submit your application please can you, on the Recruitment Check Form, identify your availability for interview.

Please note any appointment to this post is conditional upon and subject to an enhanced certificate (criminal record check) issued by the Disclosure and Barring Service (DBS), which will also include a check of the DBS Barred Lists.