

Post Details		Last Updated: 10/09/2024	
Faculty/Administrative/Service Department	Finance		
Job Title	Studentships Management Accountant (FTC)		
Job Family	Professional Services	Job Level	4
Responsible to	Senior Corporate and Research Finance Management Accountant		
Responsible for (Staff)	n/a		
<p><u>Job Purpose Statement</u></p> <p>This role will work alongside the Senior Corporate and Research Management Accountant and Studentships Financial Accountant. The focus will be, initially, to ensure that all key team tasks are completed in a timely manner. Ensuring that, postgraduate research students (PGRs) receive the correct level of funding, amounts due from external funders are invoiced or received according to payment schedules/contracts, all funding transactions are accurately documented, and management information is provided to enable financial planning.</p>			
<p><u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities</p> <ol style="list-style-type: none"> <li>1. Ensure funds are received from external funding bodies, by either raising invoices or allocating cash receipts.</li> <li>2. Correctly allocate received funds to students in receipt of funding.</li> <li>3. Maintain accurate records on the Finance system (Agresso) to identify, to individual student level, all transactions relating to studentship funding.</li> <li>4. Provide timely and accurate management information to enable most cost-effective use of funding received and to support faculties and the Doctoral College in studentship planning and forecasting.</li> <li>5. Responsible for understanding and regular reconciliation of balance sheet accounts relating to studentship activities.</li> <li>6. Work with the Studentships Accountant to ensure that the service provision to PGR students, the Doctoral College and faculties is maintained.</li> </ol> <p>N.B. The above list is not exhaustive.</p>			
<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.</li> <li>• Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.</li> <li>• Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.</li> <li>• Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.</li> <li>• Undertake such other duties within the scope of the post as may be requested by your Manager.</li> <li>• Work supportively with colleagues, operating in a collegiate manner at all times.</li> </ul> <p>Help maintain a safe working environment by:</p> <ul style="list-style-type: none"> <li>• Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.</li> <li>• Following local codes of safe working practices and the University of Surrey Health and Safety Policy.</li> </ul>			
<p><u>Elements of the Role</u></p> <p>This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.</p>			
<p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> <li>• The post-holder will be required to work with the Associate Deans Doctoral College (ADDCs), faculties and external funders to provide timely forecasts and management information to enable optimal grant management and cost-effective use of internal studentship funding.</li> <li>• To operate in a proactive and flexible way to ensure that key studentship team tasks/deadlines are met whilst managing demands on their time from funders, students, faculties etc. This will require the post-holder to re-assess and reprioritise their workload.</li> </ul>			
<p><u>Problem Solving and Decision Making</u></p>			

- Identify gaps in information and current processes and work with the Head of Corporate and Research Finance to recommend changes and improvements.
- Using analytical skills to provide management information to the ADDCs to enable full utilisation of grants and external funding.

#### Continuous Improvement

- Review all aspects of the studentships processes, tools, services provided and, in particular, reporting, to identify improvements. Work with the Head of Corporate and Research Finance to contribute to implementation of agreed solutions.

#### Accountability

- Accountable for providing accurate and timely information to enable decisions to be taken by budget holders and supervisors.
- Accountable for planning and prioritising their own time to achieve the requirements of the role.

#### Dimensions of the role

- There are c. 750 funded PGR students, with funding varying between Research Council grants (such as Doctoral Training Partnerships), industry funding and internal University funding.
- This role will work with the faculties and Doctoral College to ensure that University funding is used to leverage external grants to maximum effect.

#### Supplementary Information

- Building relationships with all stakeholders in the studentships process will be key to this role. This will include other members of the studentship team, academic and admin staff in the faculties, Doctoral College staff and colleagues in other areas of Finance.

**Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships	Essential/ Desirable	
HNC, A level, NVQ 3, HND level or equivalent in a relevant subject with a number of years' relevant experience. Or: Broad vocational experience, acquired through a combination of job-related vocational training and considerable on-the-job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles.	E	
Part qualified accountant (minimum of AAT) or relevant accounting, studentships or research administration experience	E	
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/ Desirable	Level 1-3
Excellent IT skills including financial accounting systems and Excel	E	2
Good analytical skills, able to forecast future spend patterns	E	2
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3	
Communication	2	
Adaptability / Flexibility	3	
Customer/Client service and support	2	
Planning and Organising	2	
Continuous Improvement	2	
Problem Solving and Decision Making Skills	2	

Managing and Developing Performance	n/a
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	1
Strategic Thinking & Leadership	n/a

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

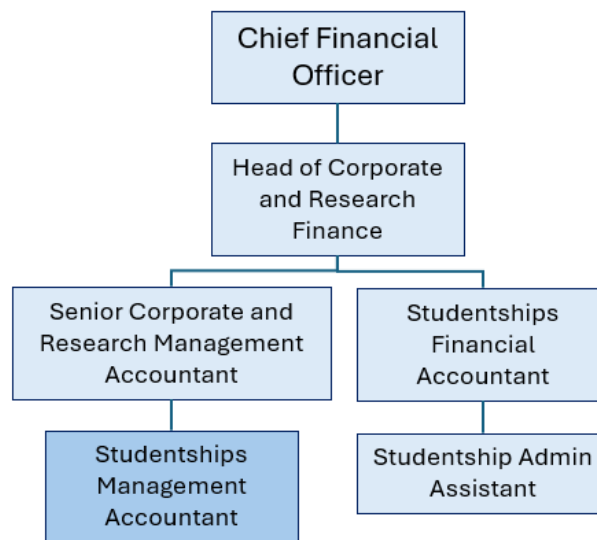
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

### Organisational/Departmental Information & Key Relationships

#### Background Information

- The Finance department has c70 members of staff
- The Finance department seeks to provide financial leadership in alignment with the University strategy by delivering value and ensuring long term financial sustainability. The University has an annual turnover of c£300m

#### Department Structure Chart



#### Relationships

##### Internal

- Studentships Team members
- Operational Finance colleagues
- Doctoral College team
- Faculty Finance Managers
- Fees & Funding Team
- Head of Financial Reporting & Partnering

##### External

- External funders
- External auditors