

Post Details		Last Updated: 06/03/2025	
Faculty/Administrative/Service Department	Finance		
Job Title	Management Accountant		
Job Family	Professional Services	Job Level	4
Responsible to	Professional Services Group (PSG) Finance Manager		
Responsible for (Staff)	N/A		
<p><u>Job Purpose Statement</u></p> <p>A member of the Financial Planning and Analysis team providing University-wide management accounting information including accurate forecasting, analysis, reporting and budgeting which will be used to inform fact based decision making that will directly impact the University's financial sustainability.</p> <p>The post holder will provide professional guidance on all financial and related issues within their assigned business area. They will contribute to and influence the development of the strategy for their area in line with the wider University strategy, recognising that this will directly impact the University's financial sustainability.</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 (5 to 8 maximum)</p>			
<ul style="list-style-type: none"> • Accountable for the preparation and analysis of the monthly management accounts, journals, forecast and 5 year budget plan for their business areas. Work closely with key stakeholders and colleagues to ensure information is accurate and the financial position is optimised. Provide detailed variance analysis to explain key drivers and movements working closely with the PSG Finance Manager. • Be an active member of the Finance Team and the local business management teams for their allocated business area(s). Providing business finance support to budget holders and educating non-Finance staff in Finance processes. Establish a strong and effective control environment within their business area, ensuring compliance with University Financial Regulations. • Regularly review management accounts with stakeholders to understand key drivers / variances giving support, training and financial advice to ensure a strong control environment. Present month end, forecast and planning numbers at review meetings, ensuring a good understanding of any variances. Good communication and relationship building skills are essential to this role. • Work with the PSG Finance Manager to provide business finance support for small / medium business cases, option appraisals and external returns. • Seek continuous improvement opportunities in processes, reporting, cost savings and increased profitability. On approval, the post holder is expected, with support of management, to take responsibility for implementation. • Cultivate a culture of value for money analysis and internal management reporting within their respective business area, including TRAC related activities for research, teaching and learning and other. • Approve / reject request for staff recruitment. • Mentor, coach and help develop other team member's e.g. assistant management accountants <p>N.B. The above list is not exhaustive.</p>			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

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.

Planning and Organising

- Responsible for the timely delivery of month end management accounts, forecasts and management information for their assigned area within the University agreed timetable ensuring information is accurate and robust.
- The post holder will provide the process framework and delivery support for the 5-year strategic plan submission working closely with the PSG Finance Manager.
- Review month end, forecast and budget reports / outputs with colleagues and budget holders ensuring information is accurate and robust, offering guidance, training and developmental support where identified.
- The role has multiple fixed deadlines, both statutory (external) and internal, ranging from daily to annual. The post holder will be required to plan their work, including any necessary collaboration with colleagues, in order to ensure the deadlines are achieved.
- Work in a proactive, independent and flexible manner without day to day supervision, organising their time to ensure deadlines are met and sufficient time has been allocated to process and review financial information.

Problem Solving and Decision Making

- Networking and building strong business relationships with the stakeholders to influence decision-making. Advise and represent their business area in the wider University. The role is pivotal as it represents Finance to the business area, and vice versa.
- Analysing, reporting and acting upon key management information. The post holder must have an enquiring mind and will provide and interpret financial information to ensure fact based decision making to optimise the financial position. Whilst actions to be taken may be guided by external factors such as legislation, they will be required to apply their knowledge, experience and judgement as well as analytical and interpretive skills in order to propose appropriate solutions. Where the post holder faces issues/problems which are of a more specialist / complex nature and fall outside of the scope of the post holder's experience, guidance may be sought from their line manager.
- Identify gaps in information, and conduct analysis to resolve problems and issues. Put forward recommendations on managing more complex situations, recognising any impact and consequences and support their implementation when agreed.
- Have in-depth knowledge of accounting, financial regulations and internal policies and apply and interpret these on a frequent basis using the knowledge to advise their stakeholders.
- Provide business finance support and due diligence work for new small / medium scale opportunities, including business cases and applications for capital expenditure. The post holder will help influence decisions fundamentally affecting the financial sustainability of their business area including ensuring delivery of value for money and efficiency in processes.

Continuous Improvement

- Seek and identify continuous improvement opportunities and propose improvement plans for internal management reports to ensure the needs of all stakeholders are met. When approved, deliver the design, creation and implementation of them.
- The post holder will work with peers to share best practise. They will operate with a degree of discretion and freedom provided activities are consistent with agreed objectives, operational policies and precedents. They are expected to adopt a positive approach to identifying efficiencies and process improvement opportunities.
- Be a key part of the development and delivery of the Finance Department vision and roadmap.

Accountability

- Support the implementation of a strong and effective financial control environment within their business areas, ensuring compliance with University Financial Regulations. Accountable for setting and monitoring quality and professional standards for all activities within the scope of the role.
- Accountable for the preparation of management accounts, forecast and annual plan for their assigned business area including budget and forecast profiling. Ensuring accuracy and robustness of financial information.
- Accountable for providing decision making support to their areas of the business. Influence decisions and provide data on which key business decisions may be taken. Providing poor advice, weak process or inaccurate data may lead to a long term negative impact on income or increased costs and may affect the financial sustainability of the University.
- Accountable for the timely and accurate review of balance sheet reconciliations for their assigned areas.

Dimensions of the role

- This role is responsible for the understanding of the analytical elements of budget planning, forecasting and management reporting on multi million pound income and expenditure categories.
- The post holder will be an active member of their assigned business area, sharing best practice and providing guidance and training in Finance processes. It requires a professional and proactive approach to building key relationships within the wider Finance team (PSG and Faculty Finance Managers, Management Accountants, Analytics, Research Finance and Financial Accounts).
- Provide business finance support for ad-hoc request / analysis and external returns.
- This role has no budgetary responsibility.

Supplementary Information

- Success in the role is heavily dependent on building strong working relationships with budget holders and finance colleagues to deliver the vision, mission and objectives of the business area. The post holder will support the PSG Finance Manager and wider FP&A team in developing a successful Financial Reporting team delivering robust reliable management information to a wide range of key stakeholders.

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

Professionally qualified or part qualified Accountant and actively studying towards professional accountancy qualification with a relevant formal training plus a number of years' experience in a similar or related role.

Or:

Broad vocational experience demonstrating professional development acquired through a combination of job-related vocational training and considerable on-the-job experience, in a series of progressively more demanding and influential roles.

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

Proven ability to build excellent working relationships and partnerships with colleagues.

E

3

Detailed knowledge and understanding of the working practices, processes and procedures relevant to the role, which may include broader sector / commercial awareness.

E

3

Experience of working without close supervision

E

3

Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others

E

2

Experience of influencing the organisation

E

2

Experience of the higher education sector

D

n/a

Special Requirements:	Essential/ Desirable
The Finance Department delivers a financial service to the whole of the organisation, and therefore it is important to ensure that the University business needs are met, whilst also considering the career development of its staff. Whilst the post holder will be initially based within one business area(s), there should be a willingness to be flexible about business areas as such needs arise.	E
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 Adaptability / Flexibility Customer/Client service and support Planning and Organising Continuous Improvement Problem Solving and Decision Making Skills Managing and Developing Performance Creative and Analytical Thinking Influencing, Persuasion and Negotiation Skills Strategic Thinking & Leadership	2 2 3 3 2 2 1 2 2 1
<p>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.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>	
Organisational/Departmental Information & Key Relationships	
<p><u>Background Information</u></p> <ul style="list-style-type: none"> The post reports to the PSG Finance Manager and sits within the Financial Planning and Analysis team. The post holder is required to liaise, communicate and build effective working relationships with a range of colleagues and key stakeholders at all levels. 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. The FP&A team is responsible for the provision of University level financial management information to inform and aid fact based decision making. 	

Relationships

Internal

Key contacts within their designated Professional Service

- Senior Management including Directors and Heads of Departments

Key contacts within Finance will be:

- FP&A team
- Financial Accounting
- Finance Systems
- Finance Support and Services
- Research Finance

The post holder will also have regular contact with staff in:

- Strategic Planning
- Procurement
- Human Resources [staffing]
- Project Managers in Professional Services Group [e.g. IT, Estates]

External

- Colleagues with similar roles in other HE institutions in order to share information and identify best practices.
- Auditors
- Others will depend on the Department they are aligned to.