



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Management Accountant – Financial Reporting, Financial Services**



**Salary: Grade 7 (£33,199 – £39,609 p.a.)**

**Reference: CSFIN1056**

**We will consider flexible working arrangements**

## **Management Accountant – Financial Reporting Financial Services**

**Are you a management accountant with experience of financial reporting, planning and forecasting? Are you able to work effectively as a part of a team delivering professional financial support and advice? Are you committed to continuous improvement?**

We are looking to appoint an experienced Management Accountant with detailed knowledge of financial reporting to support the financial reporting team. The position, which reports to the Financial Reporting Manager, will be a key role in supporting the delivery of the University forecasts, plans, reporting and statutory financial returns to our Higher Education Regulatory Bodies.

Validation and accuracy are critical and must be embedded throughout all activities; you will be expected to have expert Excel skills and the ability to analyse and interpret large volumes of data.

You will be an excellent communicator and have a high degree of technical expertise and professionalism. You will have an important role in the coordination of information and data from the Faculties and Services and as such successful relationship building with Finance colleagues across the University is essential. Outputs will be required under pressure and are required to be timely and accurate.

As a member of the management accounting team you will be expected to set professional standards, motivate, support, and develop the other team members and the wider University finance community.

### **What does the role entail?**

As a Management Accountant your main duties will include:

- Supporting the preparation of the University's 5-year Income & Expenditure financial forecasts, quarterly in-year financial forecasts and General Revenue Income Forecasts;
- Preparing and coordinating elements of the Monthly Financial Management Information pack (FMIP) including detailed variance analysis of faculty and services activity;





- Calculating and distributing central allocations to Faculties and Services;
- Working on the year-end accounts, compliant with FRS 102 accounting standards and notes for published accounts;
- Providing advice and support to Faculty and Services Finance teams;
- Building strong working relationships with Finance colleagues and other key contacts across the University;
- Developing a detailed understanding of the University chart of accounts and support the control and integrity of the structure;
- Supporting the timely and accurate completion of the HESA Finance Statistics Return & OfS statutory returns;
- Providing knowledge on existing Finance processes and systems operating within the University, and knowledge of Finance best practice to support the design, delivery, testing and implementation of any new processes and systems;
- Supporting the development and maintenance of Management Accounting owned policies and procedures documentation.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Management Accountant you will have:

- Professional accounting qualification or qualified by experience;
- An in depth understanding of Finance processes, including account structures, reporting and planning and forecasting;
- Evidence of effectively initiating and implementing process change;
- Demonstrable high level technical accounting competence with a good knowledge of accounting standards;
- Ability to interpret data and effect decision making through influencing and negotiating skills;
- Evidence of the ability to build successful relationships both externally and internally and at all levels of an organisation;
- Experience of working in a busy working environment; the ability to establish priorities and consistently deliver accurate and timely data to tight deadlines;



- Ability to interpret, present and communicate complex financial information to colleagues of all disciplines in an enthusiastic and proactive manner, both written and oral;
- Excellent organisational and problem solving skills;
- Be highly conversant with Microsoft Office Software – specifically Excel and Word.

You may also have:

- Experience of SAP;
- An appreciation of the higher education environment and funding frameworks and experience applying the Higher Education Statement of Recommended Practice (SORP).

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**David Hunt, Management Accountant**

Tel: +44 (0) 113 343 0362

Email: [D.Hunt@leeds.ac.uk](mailto:D.Hunt@leeds.ac.uk)

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).



## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

