

Description and Person Specification
Professional Services Staff

Job title: Management Accountant

Department: Finance

Pay Band: D

Line Manager: Senior Management Accountant

Role Purpose:

The purpose of the role is to manage all aspects of the monthly reporting, forecasting and budgeting processes for own portfolio of budget holder, including:

1. Business partner (through own role and team) budget holders through monthly budget review, forecast, annual budget and year-end processes.
2. Complete month end cycle, from month close to budget holders meetings and commentaries for own area, assisting the Senior Management Accountant where needed.
3. Assist with external reporting requirements as needed.
4. Work with non-Finance teams on financial tasks and projects such as capital projects, course development, cost modelling and long-term financial planning.
5. Participate in relevant tasks and activities led by the Financial Accounting team and Procurement function.

Duties and Responsibilities:

Business partnering

- Be a critical friend and finance business partner to all relevant budget holders, primary and secondary for own area and those of the team.
- Assist the budget holders in managing their monthly accounts, forecasts and the following year financial budgets, including any financial commitments.
- Partner budget holders in setting up new initiatives such as new courses, staff recruitment, research grants etc.
- Champion financial change initiatives with budget holders across the University and provide training with the wider Finance team as needed.
- Manage the procurement card process for own area, advising budget holders where necessary.
- Participate and advise budget holders in all financial matters regarding development of new courses, capital business cases, resources allocation and generic financial profitability overall, working closely with the Senior Management Accountant, Head of Management Accounts and Director of Finance.

Monthly Management Accounts & Forecasts

- Complete all month end tasks for own portfolio of budget holders and assist in the completion of the full consolidated monthly management accounts report (with corresponding forecasts).
- Track staff financial expenditure for own area to ensure all positions are taken into accounts and budgeted for, working in partnership with the People & Culture directorate and the IT Systems team, participating in systems and reporting changes.
- Prepare and provide accurate and timely full monthly management accounts to own portfolio of budget holders, partnering them with regards to all resulting queries, changes and actions.
- Provide continuous support with regards to student attendance and tuition fees receipts / forecasts, anticipating additional receipts, opportunities and shortfalls.
- Take part in the longer term financial planning for the university as required.

Budgets

- Lead the annual budget setting process for own budget holder portfolio, feeding into the consolidated budget process reported to Executive, including all staffing information.
- Advise Course Leaders, Programmes Directors, Heads of and Executives on new initiatives such as new course provisions, staffing and non-staff requirements in order to deliver a positive budget for the next academic year.
- Advise the Senior Management Accountant and Head of Management Accounts on risks, opportunities and pressure points in the budgets.
- Disseminate clear budget templates to budget holders and record all approved budgets in the finance system.
- Proactively work with HRBP in P&C directorate to ensure they are up to date with budgeted staffing post Board approval.

Team & Stakeholders management

- Proactively engage in CPD and other development activities to ensure knowledge and skills (technical and non-technical) are relevant and kept up to date
- Train and disseminate best practice to non-finance stakeholders as appropriate through daily interactions and formal training sessions.
- Provide back-up to the other Management Accountant in their absence.
- Delegate for the Senior Management Accountant occasionally in their absence.

External reporting

- Assist in the completion of various external reports such as the annual TRAC / TRAC(T) returns for the OfS, Research England and other external returns such as ONS, FOI etc.
- Support and assist in the completion of other HE returns as appropriate.

Other

- Actively participate in the development of financial reporting tools and format used across the university.
- Raise sales invoices and credit notes as required for area.
- Attend the office one day a week with the rest of the Finance team (Wednesday).
- Continuously improve individual knowledge, skills and behaviours for the current role and for the longer-term.
- Perform other duties consistent with the role as may from time to time be assigned, collaborating with others to get the work done and achieve Ravensbourne's objectives.
- Demonstrate an understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role.
- Work within Ravensbourne's Code of Conduct and other Rules.
- Comply with all legislative, regulatory and policy requirements (e.g., Finance, People & Culture) as appropriate.
- Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work and show commitment through everyday practice in the role.

Key working relationships:

- All primary and delegated budget holders + Registry
- Senior Management Accountant, Head of Management Accounts & Director of Finance
- Financial Accounting team
- Procurement function
- HR Team (part of the People & Culture directorate)
- Data and Applications Team (IT)
- All relevant external parties such as OfS, auditors etc

Knowledge and Experience

Essential

Desirable

Education & Professional qualifications <ul style="list-style-type: none"> Educated to Degree Level Financial professional qualification (ACA, ACCA, CIMA) 	X X	
Specific knowledge / experience <ul style="list-style-type: none"> Lead on detailed management accounts, including monthly reports, forecasts and budgets Partnering with budget holders at all levels, challenging and training them accordingly External reporting experience such as TRAC and other OfS / HE requirements 	X X	X
Sector knowledge <ul style="list-style-type: none"> Higher Education Wider Education sector Not-for-profit sector 	X	X X
Systems knowledge <ul style="list-style-type: none"> Agresso / iTrent Other relevant Finance / HR systems IT proficient including all MS Office software 	X X	X

Core Personal skills abilities and behaviours	Essential	Desirable
Management and leadership <ul style="list-style-type: none"> Ability to manage upwards, challenging and championing initiatives / senior staff in a productive and positive way Proven agility of mind, solving issues in a fast-moving environment 	X X	
Communication <ul style="list-style-type: none"> Explain complex situations, technical terms in clear, concise and plain language Build and maintain effective relationships openly and honestly, using every medium appropriately and with consideration for the audience 	X X	
Customer focus & inter-personal skills <ul style="list-style-type: none"> Ability to identify key relationships, both internally and externally, and develop these by always putting customer first 	X	
Equality, Diversity & Inclusion <ul style="list-style-type: none"> Strong engagement with EDI values, principles and applications 	X	
Organisational Values <ul style="list-style-type: none"> Proven alignment with Ravenbourne's values and doing what is right 	X	

This Job Description may be reviewed, and duties amended aligned with Ravensbourne's requirements, any changes will be made in collaboration with the postholder.

Our Values

Connection: We value what happens together and we collaborate to achieve our collective goals.

Dynamism: We embrace every opportunity to adapt and optimise.

Inclusion: We celebrate our diversity, and we embrace difference as a source of strength.

Professionalism: We aim for quality in everything we do and take pride in our work.

