

# Job Description

**Job title:** Management Accountant

**Reports to:** Head of Financial Performance

**Department/School:** Finance

**Grade:** 7

## Purpose of the role:

As part of a team of management accountants, this role is responsible for the compilation and analysis of budgeted and actual financial reporting for allocated academic schools and professional service departments. This requires the individual to interpret, analyse and report on financial and performance data from a variety of sources. The role requires regular meetings with designated budget managers (usually heads of academic schools or heads of PSD’s) to provide an overview of financial performance and a strong level of support and, where necessary, challenge to ensure financial targets are achieved. The role is also key in providing a level of oversight that the University’s Financial Regulations are adhered to. This role is a fundamental part of the monthly management reporting cycle, as well as having being an integral part of the budget setting and monitoring, financial planning and year-end financial reporting activities.

The University has in excess of 20,000 students and an income in excess of £200m.The University is an exempt charity and is composed of a number of academic schools that conduct both teaching and research across multiple campus sites. The academic schools are supported by a range of professional service departments (including Finance) across all campuses.

## Line management responsibility for:

 N/A (subject to change)

## Main areas of responsibility:

* Provision of financial partnering and management accounting to allocated budget managers, who will normally be at Head of School level.
* Provision of expert financial advice, interpretation and guidance to budget managers and external partners where required, through regular meetings or other communication routes, with the aim of ensuring that financial targets are achieved alongside the strategic aims of the University.
* To prepare the annual Budget for each allotted academic school, comparing the detailed cost base requirements with the level of budget being allocated based on the income contribution level of each school, highlighting where differences exist and how balance may be achieved. To provide required information to contribute to the 5 year forecast.
* Analyse strategic resourcing plans in financial terms, identifying and escalating potential resourcing issues, and making recommendations as to how these may be appropriately managed.
* Provision of advice on the financial implications of changes to student number targets or over/under-achievement against actual targets, ensuring that the impact on cost base is clearly communicated and explained.
* Assist Heads of Schools with identifying potential areas for cost efficiency or savings, tracking progress against formally agreed savings targets.
* Determine the impact of new, or amended, research and enterprise activities for each allotted academic school, considering the impact on staffing recharges, overheads, matched commitments and departmental reserves.
* Provide a level of financial scrutiny to proposed new enterprise projects/activities by completing costing forms and creating budgets to help determine the financial viability. Once active, monitor and report on financial performance until completion, escalating issues as appropriate.
* Provide expert advice to heads and other colleagues on the financial implications of new, or changed, award bearing courses and fee income levels where this is applicable.
* Review proposed changes to the staffing establishment for each allotted academic school, ensuring that only fully funded proposals are approved.
* Complete assigned tasks in the year-end reporting process accurately, in full and within timetable. This includes providing advice/training to colleagues as required to ensure they understand year-end requirements.
* Provide financial information and explanations as required as part of any internal or external audit or investigation.
* To be a proactive and constructive member of the Finance Department Management Accounting Team.
* To undertake specific project work as required within the Finance Department.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * Detailed understanding of budget setting and budget management. **(A,I)**
* Strong knowledge of the principles of financial and management accounting. **(I)**
* Knowledge of financial control and reconciliation processes. **(I)**
* Strong commercial financial awareness. **(I)**
* Operating knowledge of costing projects. **(I)**
* Ability to work collaboratively with others to ensure required objectives are met in an effective fashion. **(I)**
* Able to work effectively as part of a team, demonstrating flexibility in supporting achievement of the wider department’s objectives. **(A,I)**
* Ability to work to a high degree of accuracy, maintaining effectiveness under pressure and meeting strict deadlines. **(I)**
* Having an organised approach to work, with the ability to deliver to various, concurrent deadlines. **(I)**
* Ability to find solutions to complex issues through expertise and analysis. **(A,I)**
* Ability to use own initiative to identify effective service enhancements and delivery.
* Able to listen well, understand the needs of others and maintain a high degree of integrity and confidentiality where necessary. **(I)**
* Excellent communication skills; able to communicate complex accounting and financial information in a clear and concise manner to non-financial professionals. **(A,I)**
* Ability to assimilate new information quickly, and to recognise key issues relevant to required tasks. **(I)**
* A commitment to keep up to date with developments and contribute effectively to the implementation of change by careful planning. **(I)**
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| **Qualifications** |
| * A fully qualified accountant (CIPFA, CIMA, ACCA, ACA or equivalent), or having a demonstrable level of commensurate practical experience equivalent to that of a fully qualified accountant. **(A,I)**
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| **Experience** |
| * Strong and demonstrable experience in management accounting and financial business partnering including month end processes and budgeting and forecasting. **(I)**
* Experience of explaining financial issues and providing a level of financial challenge to senior management. **(I)**
* Ability to interpret, reconcile and explain complex financial information from a variety of sources using applications such as Microsoft Excel and report writing tools. **(I)**
* **High degree of proficiency in the use of Microsoft Excel (A,I)**
* **Experience of using EFinancials and Business Objects or other finance systems (A,I)**
* **Experience of working in the Higher Education sector (I)**
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| **Managing people** |
| * N/A (may be subject to change)
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| **Physical demands and/or other requirements** |
| * N/A
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **June 2025**