

## JOB DESCRIPTION

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<b>Job title:</b>	Assistant Management Accountant
<b>Grade:</b>	This post has been evaluated at Grade 4
<b>Responsible to:</b>	Management Accountant
<b>Date:</b>	March 2015

### Job purpose

This post makes an important contribution to the University's mission by assisting the Management Accountant and Finance team in the timely provision of budgetary information to designated areas of academic departments and professional services to support them in their roles as budget holders.

### Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

### Main duties and responsibilities

1. Assist the Management Accountant in working closely with senior academic and professional services staff throughout the institution to provide appropriate, timely and accurate regular management accounting information with supporting analysis.
2. Carry out monthly reviews of postings to the University's general ledgers to ensure accuracy prior to the issue of management reports.
3. Provide assistance to budget holders regarding queries on monthly reports including posting any correction journals and notifying budget holders in a clear and timely manner that such adjustments have been made.
4. Provide detailed analysis of income and expenditure, both revenue and capital, for different areas when requested.

5. Assist the Management Accountant with the regular re-forecasting of staff and non-staff commitments
6. Assist the Management Accountant with compiling multi-year projections for staff and non-staff costs as part of the annual business planning process
7. Provide systems support for the University's Agresso integrated finance system including the maintenance of the general ledger chart of accounts, set-up and administration of users, and writing and development of reports as necessary.
8. Assist the Management Accountant with the appraisal of new initiatives and project proposals
9. Contribute to the completion of the statutory annual financial statements and throughout the year engage with internal and external auditors. This will include reconciliation of stock, inter-company recharges etc. Respond to external auditor queries in respect of the above.
10. Contribute to the design and delivery of Agresso training support for all users as part of the University's staff development programme.
11. Work within the Health and Safety at Work Act. The post holder has the legal duties to; take reasonable care for all health and safety and that of others who may be affected by what you do or do not do; co-operate with the employer on health and safety, and not interfere with or misuse anything provided for health and safety welfare.
12. Attend training courses as necessary.
13. Participate in the University's annual appraisal process.
14. Attend to other duties not specifically stated above which from time to time are necessary without altering the nature or level of responsibility entailed.

#### **General duties and responsibilities**

1. To work within and actively support the equality and diversity policies and practices of Falmouth University.
2. To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
3. To participate in the annual Performance Development Review process.
4. To ensure that the university's cross-cutting themes of partnership, equality and diversity and sustainability inform all activity related to the role.

5. To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
6. To work within a framework of effective governance, ensuring compliance with relevant regulations, legislation/policies and procedures.
7. To be responsible for your own continuing self-development.
8. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.

### **Health & safety requirements**

In relation to health and safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

## PERSON SPECIFICATION

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Job title:

Attributes	Essential requirements	Desirable requirements
<b>Education and qualifications</b>	A good level of education	AAT qualified or working towards
<b>Experience and knowledge</b>	<p>Experience of working in a financial environment.</p> <p>Computer literate with experience of using fully integrated finance systems and MSOffice applications (Outlook, Word, Excel).</p>	<p>Experience of working in a management accounting environment.</p> <p>Experience working in the higher education sector.</p> <p>Experience of providing financial information to a variety of users.</p>
<b>Skills and personal requirements</b>	<p>Ability to work within a small team.</p> <p>Capable of communicating with non-financial staff on finance-related issues.</p> <p>Be able to prioritise own workload.</p> <p>Numerate, accurate, reliable, and trustworthy.</p> <p>Possess good written and verbal communication skills.</p> <p>Customer focussed approach to work.</p>	