

Role Profile Part 1



Finance Co-ordinator (Management Accounts)

Job Title:	Finance Co-ordinator (Management Accounts)
Reference No:	
Reports to:	Dianne Hutchinson – Deputy Management Accountant
Responsible For:	N/A
Grade:	D
Working Hours:	37
Faculty/Service:	Finance & Planning
Location:	
Main Purpose of Role:	<ul style="list-style-type: none">• To deliver financial expertise, analysis and management accounting support of exceptional quality to the university including accounting and monitoring procedures in relation to income, expenditure and balance sheet transactions.• To complete accounting transactions efficiently and in accordance with accounting standards, legislation and appropriate University policies and procedures to agreed deadlines.• To provide professional support to Finance Business Partners in delivering an impactful and high-quality finance service across the university including timely and accurate key financial information (such as budgets, forecasts, financial reporting) providing analysis and recommendations as appropriate.• To deliver continuous improvement in operational activity with a proactive and problem-solving approach including development of new financial management procedures and processes.• To undertake any other appropriate duties as requested by senior staff

Key Responsibilities and Accountabilities:

To co-ordinate and deliver a designated portfolio of Management Accounts tasks with a focus on maximizing time spent on impactful and value-added outputs. Key aspects of these portfolios are:

- provision of accurate and up to date financial data and reports (both ad hoc and regular) for internal and external purposes to agreed deadlines;
- develop collaborative partnerships with internal and external stakeholders for non-teaching activity to improve financial awareness and decision making across the university
- proactively respond to the changing needs of Faculties and Services by provision of timely and relevant financial information, analysis and insight to support the Finance Business Partnering team both monthly and ad hoc;
- the preparation of key data for budget, forecast, statutory accounts and external returns (as specified within designated portfolio) to agreed deadlines

Demonstrating a strong customer service ethic in liaising with internal and external stakeholders on all financial matters with the ability to explain finance information to people with limited or no financial knowledge.

Responsibility for all aspects of day to day financial management of a designated portfolio of non-teaching activity, including completing any financial claims or other information to specified timescales where required.

To participate in and actively encourage a culture in the service which supports University and Finance priorities, including: proactively and flexibly responding to the needs of Faculties and Services across the university; taking ownership of actions and solving problems; adaptability and a 'can do' attitude; strong communication; innovation; inclusivity; collaboration and team working.

Willingness to supervise and work collaboratively with staff when required.

To participate in delivery of continuous improvement in the Finance & Planning team with a focus on delivering operational efficiency across a range of manual and computerised systems and processes.

Special Circumstances:

NA

Part 2A: Essential and Desirable Criteria

	Essential
	Qualifications and Professional Memberships: Qualified Accounting Technician or equivalent experience.
	Knowledge and Experience: Experience of working in a finance team or equivalent Sound understanding of internal controls and processes within a Financial environment Demonstrable skills working with computerised financial systems Strong interpersonal skills with ability to manage key relationships Ability to manage a challenging workload and potential conflicting deadlines Ability to work accurately in a timely manner Ability to critically analyse, challenge and interrogate financial data Demonstrable skills in solving problems
	Desirable
	Qualifications and Professional Memberships: Part qualified accountant.
	Knowledge and Experience: Experience in leading or supporting change management Experience in working in the education sector

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage	Communication
	Oral The role holder is required to, understand and convey straightforward information in a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others and occasionally is required to, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.
	Written The role holder is required to, understand and convey straightforward information in

a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others and occasionally is required to, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.

Team Development

The role holder is required to advise or guide others working in the same team on standard information or procedures and the role holder is required to train or guide others on specific tasks, issues or activities; give advice, guidance and feedback on the basis of their own knowledge or experience; deliver training and the role holder is required to carry out training or development activity according to the needs of the individual or group; identify current capabilities and future needs; define the performance standards required; identify appropriate developmental activity; assess the application of learning; give feedback and guidance on overall performance.

Service Delivery

The role holder is required to deal with internal or external contacts where the service is usually initiated by the role holder, working within the organisation's overall procedures or policies OR proactively seek to explore and understand customers' needs; adapt the service accordingly to ensure the usefulness or appropriateness and quality of service (content, time, accuracy, level of information, cost).

Knowledge and Experience

The role holder is required to apply a breadth or depth of experience showing full working knowledge and proficiency of their own area of expertise; act as a point of reference to others; demonstrate continuous specialist development, acquiring and refining skills and expertise in new or related areas through undertaking and encouraging internal or external development activity.

Planning and Organising Resources

The role holder is required to plan, prioritise and organise the work or resources of self and others within own area on a daily, weekly or monthly basis; plan and manage small projects, ensuring the effective use of resources; receive information from and provide information to others to complete their planning; monitor progress against the plan.

Initiative and Problem Solving

The role holder is required to use initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning, weighing up the pros and cons of different approaches; identify and assess practical options; break the problem down into component parts.

Date Completed:

March 2021