Management Accountant

Department: Management Accounting - Finance

Hours of work: Full-time | 37 hours per week

Contract type: Fixed-term for up to 1 year

Salary: Grade 6 | £38,448 - £46,970 per year

Grade: 6 **Ref**: 9106

Main purpose of the role

The Management Accountant role provides essential specialist financial support under senior finance supervision, delivering an effective financial and management accounting service. You will manage budgets and perform detailed work on financial systems to produce high-quality financial information for the University of York. You will also contribute to producing accurate financial planning and communicating performance against forecasts. By fostering positive relationships between the finance team and university departments, you will support informed decision-making and effective financial management.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities

- Work flexibly across Management Accounting under the direction of senior finance staff, providing support across key Management Accounting activities.
- Act as the primary financial expert, performing monthly management accounting and supporting financial planning.
- Effectively communicate financial performance through reporting and analysis. Supporting financial management and decision making.
- Support and facilitate accurate financial planning in collaboration with key stakeholders and finance business partners. Ensuring timely information, insight and communication.
- Provide transactional support, processing financial adjustments within the accounting system.
- Conduct technical accounting work to aid in the preparation of medium-term budgets.
- Support with financial analysis and technical expertise for projects, business planning, and capital funding processes.
- Manage the work of Accounting Assistants, ensuring effective performance and role clarity.

2. University of York Responsibilities for Grade 6

Service and Operational Delivery

- Oversee a responsive and proactive support service to ensure service expectations are met.
- Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
- Contribute to operational leadership teams and decision making to shape the nature and level of support services.
- Implement changes to the design and development of a service.
- Accountable for delivery of a service within a defined area or defined responsibilities.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement

- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.

- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external practice to identify opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills for self and others.
- Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution

- Provide advice to stakeholders in relation to complex policies, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

- Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
- Plan and manage longer term programmes of work, monitoring progress as required.
- Hold a significant role in / Lead the delivery of projects or development work which contributes to University-wide initiatives

Health and Safety

- All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety & Emergency Procedures.
- Where you are responsible for line managing people you will have a key role in implementing Faculty/Department local health and safety arrangements and monitor and check the effectiveness of them.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Person specification

	Essential / Desirable
Role Specific	
AAT qualified or CCAB/CIMA part qualified	**Essential**
Sound understanding of financial processes, procedures, and budgetary requirements	**Essential**
Knowledge and understanding of accounting practices and procedures used in large complex organisations	**Essential**
Good working knowledge of the UK Accounting Standard including FRS102	**Essential**
Experience of using financial accounting systems	**Essential**
University of York Person Specification for Grade 6	**Essential**
Qualifications:	
Level 3 qualification. (Qualifications at this level include A levels. Please view the full list.) We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.	**Essential**
Skills - demonstrates the ability to:	
Taking ownership for / Hold a significant role in the delivery of distinct pieces of work e.g. leading a project	**Essential**
Gather, analyse, interpret and report complex data/information	**Essential**
Use digital technologies including Google applications and/or Microsoft Office	**Essential**
Communicate effectively in verbal and written formats, including the use of a variety of digital tools	**Essential**
Behaviours:	
Works collaboratively with others	**Essential**
Delivers a quality service	**Essential**
Develops self and others	**Essential**
Actively champions respect, inclusivity, equality and diversity	**Essential**
Identifies and implements continuous improvement	**Essential**