



1 Advertisement

Post Title: Assistant Management Accountant

School/department: Finance

Hours: Full time or part time hours considered up to a maximum of 1.0 FTE (36.5 hours full-time). Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 2389

Salary: starting at £30,046 to £33,797 per annum

Placed on: 2 October 2019

Closing date: 22 October 2019, Applications must be received by midnight of the closing date.

Expected start date: November 2019

We are seeking to appoint a motivated Assistant Management Accountant to provide high quality financial support and advice to Brighton and Sussex Medical School, which is a joint venture between University of Sussex and the University of Brighton.

Working with both Universities and partner NHS trusts you will deliver proactive financial support which will include budget preparation, monthly monitoring, final accounts, charging of staff to NHS partners and financial advice for current and future initiatives.

This is an exciting time to join the team as the Medical School is implementing its expansions plans, the University of Sussex is developing its new 5 year strategic plans, and Finance has its own improvement programme to meet these challenges.

You will be either a CCAB Qualified Accountant or equivalent, or actively studying, in which case we may offer training and personal development opportunities to enhance your skills further

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The Finance Division/ Brighton and Sussex Medical School

The Finance Division is led by the Director of Finance and comprises some 80 staff who provide high quality finance and procurement functions co-located with other professional services and senior management at Sussex House on the University campus at Falmer.

The division provides advice and information on all financial matters to all schools and professional services at the University of Sussex. The University's annual budget is c£300m so the division plays a key role in managing budgets, forecasting and reporting as well as supporting the development of the University's existing capital and service portfolio. These portfolios include a complex and challenging range of strategically and financially significant projects to support the delivery of the University's ambitious strategy to 2025 and beyond. This includes state of the art facilities for teaching and research, investment in IT systems to ensure delivery of a world class customer experience for our students and other innovative and sector leading projects.

The division is continually renewing itself and its ambitions to provide consistently high quality services to the University, equipping staff across the University with excellent financial literacy, capability, competence and confidence and supporting the achievement of value for money through improved processes and support, better access to suitable suppliers and improved commercial terms.

The Division has a strong commitment towards staff training and development including where appropriate professional qualification study enabling staff to fulfil their potential.

Please find further information regarding Brighton and Sussex Medical School & Partners:

Brighton and Sussex Medical School is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: bsms.ac.uk/about

The University of Sussex is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: <http://www.sussex.ac.uk/about/>

The University of Brighton is a complex and diverse institution with a long and distinguished history of applied research. Find out more: brighton.ac.uk/about-us/

Brighton and Sussex University Hospitals Trust is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: bsuh.nhs.uk/about-us/

Sussex Partnership NHS Foundation Trust specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: sussexpartnership.nhs.uk/about-us

3. Job Description

Job Description for the post of: **Assistant Management Accountant BSMS**

Department: Finance

Section: Management Accounting Services

Location: Sussex House

Grade: 6

Responsible to: Management Accounting Services Manager

Purpose of the post

The post-holder will be responsible for assisting in the establishment and maintenance of an effective and efficient management reporting service delivery model that meets the needs of finance and the wider University in terms of consistency, quality, accuracy and timeliness.

This will include the:

- The delivery of regular and ad hoc financial reporting, planning and analysis including budgets, forecasts, year-end information and third party returns in accordance with agreed service levels
- The processing of management accounting transactions to meet standards and KPIs agreed with the Management Accounting Services Manager and other finance stakeholders
- The driving and demonstration of continuous improvement to ensure continued value for money of the service delivery model to meet changing stakeholder requirements and proactive identification of improvements in wider ways of working across Finance and the University
- Actively ensuring an effective and robust financial control environment delivering VFM for the University in all areas of responsibility
- The provision of accurate and timely user support within the Finance Service Desk framework

The post-holder will deputise for the Management Accounting Services Manager, Finance Business Partner and Supervisors where required.

Support effective financial planning, management and performance measurement

Support finance stakeholders in the definition and development of financial performance KPIs and other metrics and prepare relevant regular and ad hoc reporting and monitoring against indicators as required, identifying risks and opportunities and proposing further action where necessary.

Design, document and develop tools, reports, processes and ways of working to deliver all regular and ad hoc financial planning, reporting and analysis on a timely basis to agreed specifications to meet stakeholder requirements – this includes understanding and

overseeing the delivery of inputs required from non-finance staff and taking appropriate action to ensure that these are completed to time and quality.

Support, develop and maintain invoicing models and processes with external NHS partners to ensure accurate and robust invoicing and recovery of debt.

Drive and inform the business agenda through analysis and diagnosis

Collaborate with finance colleagues to ensure the provision of consistent, high quality financial analysis and information to enable the delivery of financial strategy across the University.

Co-ordinate, quality assure and deliver high quality financial analysis and commentary in relation to actual, historic and plan information to support the work of the Finance Business Partners, Corporate Accounting team and other colleagues to further their understanding of business performance and challenges, provide decision support and enable the development of future recommendations for action as required.

Propose opportunities to improve the financial performance of Schools, Divisions or the University as a whole and take forward any proposals with the Management Accounting Services Manager and Business Partners.

Keep the University safe

Ensure understanding of and support compliance with the Financial Regulations and all relevant policies and procedures in all areas of responsibility. Identify areas of risk and propose solutions and mitigations as appropriate.

Support the business partners and other finance stakeholders in ensuring effective financial controls and delegations are being operated across the University, identify potential weaknesses and propose solutions.

Ensure the adoption of best practice in the processing of financial transactions with reference to the Financial Regulations and regulatory guidance and ensure any required changes are understood and implemented.

Preparation of agreed BSMS/University financial returns and external information requests, ensure accurate and timely completion to protect the reputation of the University. Be the University's expert on any financial rules regarding these returns and requests, advising and recommending action to senior management as necessary.

Identify, log and share any financial control concerns and other potential financial problems, challenges or opportunities to improve the financial control environment.

Ensure value for money

Establish clear quality and related criteria and performance metrics for the area of responsibility both collectively and for individuals to ensure stakeholder requirements are consistently met and exceeded. Monitor against them and take prompt action where necessary to address issues.

Identify opportunities to deliver services more effectively and efficiently for example through new tools and processes and elimination of unnecessary activity and work with finance colleagues to develop and adapt products and ways of working to meet evolving customer requirements. Identify opportunities in both expenditure and income that improve

Value for Money for the University. Maintain an awareness of external developments and support benchmarking and similar exercises where relevant to inform future improvements.

Be a proactive advocate for improvement across the University.

Resource accountability within the Management Accounting team

Liaise with the Team Manager and Supervisors to ensure that the team is equipped with the necessary and appropriate capability and resources to meet its performance responsibilities efficiently and effectively.

Planning for contingencies to make sure that deadlines are met.

Provide expert advice and guidance to colleagues in management accounting matters and support colleagues in assuming greater accountability and responsibility by providing co-ordinated mentoring, coaching and training to improve financial literacy and confidence.

Assume shared responsibility with finance colleagues to develop and embed best practice to meet the University's requirements.

Maintain own professional continuous personal development and capability.

Contribute to the Finance Divisional Values and act as a role model to colleagues.

Modelling the best approach and embedding appropriate behaviour.

Other

Deputise for the Management Accounting Services Manager, Supervisors and Business Partner when required.

Other duties as requested.

4. Person Specification

The post holder must be able to demonstrate the following essential skills, abilities and experience:

Focus on Quality

	Essential	Desirable
Self-motivated with high professional service standards and good attention to detail	X	
Ensures consistent high quality performance in the area of responsibility through target setting and monitoring,. Ability to identify and implement workflow improvements to improve efficiency and quality of output.	X	

Planning and Organising

Strong organisational skills, a pro-active approach, with an ability to prioritise and organise competing demands, providing effective, timely communication and interaction to ensure deadlines are achieved whilst maintaining accuracy	X	
An ability to prioritise competing demands for self and, where needed the team, working with deadlines and targets	X	
Experience in managing projects, systems implementation and	X	

the review and implementation of processes and procedures.		
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Leading and Motivating

An ability to lead, providing motivation, coaching, direction and development for team members where appropriate.	X	
Support team manager to develop and motivate a high performing team.	X	

Teamwork & Collaboration

Evidence of ability to be a team player and to contribute positively and within the Division's Values to achieve a common goal. Able to operate within a cohesive team, providing effective, timely and frequent communication and interaction to ensure deadlines are achieved.	X	
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Judgement and Problem Solving

Identifies risks and proposes ways to manage those risks	X	
An ability to evaluate situations, to use initiative to resolve problems where the optimal solution may not be immediately apparent.	X	

Qualifications and Experience

A recognised CCAB qualification or equivalent, or part-qualified and actively studying towards a qualification.	X	
Experience of effective working within an organisation of comparable complexity and challenge.	X	
Experience of the key elements of an effective, business-focussed management reporting and financial control environment, ideally within a public service or regulated industry	X	
Evidence of extensive spreadsheet skills (including modelling and the use of PIVOT tables, SUMIF, LOOKUP calculations) and experience of using these skills to improve efficiency and financial processes with high quality output.	X	
Experience of preparation of budgets, monitoring, forecasting, interpretation of variances and preparing final accounts and external returns in liaison with budget holders and finance colleagues.	X	

Communicating with Clarity

Excellent oral and written communication skills. An ability to deal with people in face to face situations, with a proven ability to remain calm, confident and authoritative.	X	
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Influencing and Persuading

Able to balance high levels of diplomacy and tact with the use of a more direct approach when required.	X	
Uses creative approaches to influence and persuade others.	X	

Putting the Customer First

Excellent customer service skills and a commitment to the principle of good customer care. Evidence of delivery of this in a business environment	X	
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Sets an outstanding example of being stakeholder oriented	X	
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Relationship Building

Credibility to influence and gain the respect of colleagues, customers and external partners.	X	
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