



## 1 Advertisement

**Post Title: Management Accounting Services Supervisor**

**School/department:** Finance Division

**Hours:** full time or part time hours considered up to a maximum of 36.5 hours

Requests for flexible working options will be considered (subject to business need).

We are currently operating a hybrid working model with a minimum 1 day a week in the office and the remainder at home. This is under review.

**Contract:** permanent

**Reference:** 9883

**Salary:** starting at £31,411 to £35,333 per annum, pro rata if part time

**Placed on:** 31 October 2022

**Closing date:** 25 November 2022 Applications must be received by midnight of the closing date.

**Expected Interview date:** to be confirmed

**Expected start date:** 02 January 2023

An opportunity has arisen to join our Management Accounting Services Team as a supervisor. We are seeking to appoint a motivated finance professional able to provide high quality financial support to budget holders, working closely with Finance Business Partners and line reports to achieve this.

You will have excellent interpersonal and influencing skills and be able to use these to work confidently with people from across the University. You will be a confident Excel user and able to share your skills with other less confident users. You will also have a solid grasp of accounting principles and be able to advise others on appropriate accounting treatments

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.

This role offers you the opportunity to make a real impact, using your professional skills within a stimulating environment and contributing positively to a high-performing team.

Please contact Carman Ford [c.v.ford@sussex.ac.uk](mailto:c.v.ford@sussex.ac.uk) for informal enquiries.

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.*

**Please note: The University requires that work undertaken for the University is performed from the UK.**

## 2. The School / Division

Please find further information regarding the school/division at [Finance Division : University of Sussex](#)

## 3. Job Description

Job Description for the post of: Management Accounting Services Supervisor

<b>Department:</b>	Management Accounting Services (MAS)
<b>Section/Unit/School:</b>	Finance
<b>Location:</b>	Sussex House
<b>Grade:</b>	6
<b>Responsible to:</b>	Management Accounting Services Manager
<b>Responsible for:</b>	A small team of finance assistants and finance coordinators

### 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 wider University in terms of consistency, quality, accuracy and timeliness

This will include the supervision of:

- 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 value for money (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.

Supervise the design, documentation and development of 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.

## **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 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**

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

Supervising and resourcing the day to day operations to deliver high quality, timely, accurate and business focused reports, information and user support as required, including within the Finance Service desk framework, to support increased capability and accountability of stakeholders.

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 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,.	X	
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 team, working with deadlines and targets	X	
Experience in managing projects, systems implementation and the review and implementation of processes and procedures.		X

### Leading and Motivating

An ability to lead, providing motivation, coaching, direction and development for team members where appropriate.	X	
Experience of developing and motivating a high performing team.		X

### Teamwork & Collaboration

Evidence of ability to be a team player and to contribute positively and within the University's Values to achieve a common goal.	X	
Experience of operating within a cohesive team, providing effective, timely and frequent communication and interaction to ensure deadlines are achieved.	X	

### Judgement and Problem Solving

Identifies risks and proposes ways to manage those risks	X	
Able to evaluate situations and 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-focused 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	
--	---	--

**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	
Sets an outstanding example of being stakeholder oriented	X	

**Relationship Building**

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