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**Job Description**

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| **Job title:** | **Head of Management Accounting** |
| **Department/School:** | **Finance & Procurement** |
| **Grade:** | **Grade 9** |
| **Location:** | **University of Bath – Hybrid** |

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| **Job purpose** |
| The Head of Management Accounting role will provide skilled leadership and financial expertise to deliver management accounting information to support the current operations and the strategic ambitions of the University.  The University has a turnover of c£360m and a net asset value of c£1.214m. It employs over 3,000 staff in 3 academic faculties, one school and professional and support service departments. The Finance and Procurement Office is responsible for managing the University’s income, expenditure, financial performance and procurement processes ensuring value for money in its financial activities. In addition the department provides high quality management accounting support as well as compliance with statutory and regulatory bodies.  The Management Accounting Team provide financial support to Academic and Professional Services departments, with responsibility for forecasting, monitoring financial performance analysing financial performance and reporting. |

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| **Source and nature of management provided** |
| Director of Management Accounting |

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| **Staff management responsibility** |
| The post holder will lead the MIS team comprises 8 qualified accountants and 1 assistant accountant and 3 accounting technicians. |

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| **Special conditions** |
| This role will be based at the Virgil Building. The team work flexibly and are expected to attend meetings on the University’s Calverton Down campus as well as meeting regularly as a team in the Virgil Building. |

| **Main duties and responsibilities** | |
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| The list below outlines the main duties and areas of work that the post covers however the MIS team is flexible and the tasks may change in response to changing requirements. | |
| **1** | Lead, manage and develop the MIS team. Provide a clear vision and setting appropriate targets for their achievement and professional development. |
| **2** | Collaborate closely with colleagues across the University to prepare detailed 5-year planning submissions for the academic and professional services departments. |
| **3** | Develop an understanding of the University's macro environment, it’s strategic direction, as well as the intricacies of delivery within the various areas of the University. |
| **4** | The University uses a resource allocation model (RAM) that underpins the planning process and the evaluation of academic departments’ performance. The post holder is responsible for the maintenance, updating and development of the RAM. |
| **5** | Production of the University Management Accounts on a quarterly basis, producing reports to appropriate executive boards on the current financial position and year-end forecasts. |
| 6 | Lead on the development of financial information reporting to support decision making. The University has a suite of PowerBI reports containing financial and non-financial information and there is an exciting opportunity to continue this development to support decision makers holders. |
| **7** | Develop relationships with Deans and Heads of Divisions while supporting business partnering direct reports in their interactions with the relevant individuals. |
| **9** | Lead the development, implementation, and maintenance of financial literacy programs for senior academic and professional services appointments. |
| **10** | Ensure the accurate and timely delivery of statutory financial information in compliance with sector-specific regulations and standards |
| **11** | Adapt to and manage uncertainties, while ensuring compliance and maintaining operational efficiency of the team. |
| **12** | Assist in the provision of financial management information to all parts of the University as required. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance. | |

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**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Professional accountancy qualification | 🗸 |  |
| **Experience/Knowledge** |  |  |
| Experience working as a management accountant in a complex organisation.  Significant experience of working with financial information systems  Preparation of management accounts to a prescribed  timetable.  Leading and developing teams and cultures  Experience of working in HE sector | 🗸  🗸  🗸  🗸 | 🗸 |
| **Skills** |  |  |
| Excellent written and oral communication skills at level appropriate to liaison with senior managers and senior academics.  Ability to communicate complex financial concepts to a non-financial audience.  Excellent numeracy and advanced IT skills (Advanced Excel skills, experience with Power Bi, Accounting Software and Reporting Software)  Ability to think strategically and creatively and contribute to institutional policy-making  Ability to work independently within parameters specified by the central planning groups  Good interpersonal skills, including motivational and team building skills | 🗸  🗸  🗸  🗸  🗸  🗸 |  |
| **Attributes** |  |  |
| Competent, conscientious and motivated with a methodical approach to work.  Helpful and supportive manner, motivated to deliver improvements  Able to work on their own initiative, but also contribute positively to the University’s’ goals. | 🗸  🗸  🗸 |  |