

## Management Accountant - Costing – Financial Services – Grade H

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### Job Description

#### Purpose

Lead on the development and implementation of a new course costing model, working with the Deans of the Schools, Directors and Finance Business Partners to accurately allocate resource and cost to modules and courses to support informed decision making.

Supporting deliverables of the wider FP&A team including external regulatory returns, quarterly forecasts and budgets.

#### Duties

1. Lead on the development of a new course costing model for existing courses within the university portfolio which accurately allocates income, direct delivery costs and central service costs to courses and modules to support decision making.
2. Work with budget holders and the wider stakeholders to understand cost drivers at departmental and university level to ensure these are accurately reflected in course costing analysis and model potential impacts of assumption changes.
3. Present outputs to the Deans of the Schools, Directors and Finance Business Partners identifying areas of opportunity and risk.
4. Support the ongoing development of the costing model for new university courses, supporting the Finance Business Partners with completing costings for new business cases.
5. Support the production of regularity returns e.g. TRAC (Transparent Approach to Costing).
6. Support the wider activities of the Management Accounts Team and FP&A during periods of peak workloads e.g. Forecast and Budget production and analysis.
7. Ensure that all processes and procedures are documented, kept up to date and aligned with the financial regulations.
8. Deputise for the Senior Management Accountant as appropriate.
9. Support the University's commitment to equality, diversity, and inclusion by fostering an inclusive culture through the recruitment, development, and retention of talent.
10. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience.
11. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Experience in developing and implementing costing models which incorporate direct cost allocation and the use of cost drivers to apportion central service costs (Application/Interview).
- Experience of using complex spreadsheets and database tools to analyse financial data (Application/Interview).
- Experience working in complex multi-disciplinary environments and of providing financial analysis to both finance and non-finance managers (Application/Interview)
- Experience of disciplined management accounting and forecasting processes (Application/Interview).
- Experience of financial analysis to support tenders and business cases (Application/Interview).
- AAT Level 4 qualification (or equivalent) and working towards a professional accountancy qualification (e.g. ICAEW, ACCA, CIMA, CIPFA) or equivalent (Application).
- Able to communicate effectively with colleagues across the University (Application/Interview).
- Attention to detail and problem-solving skills with the ability to follow up queries and issues through to resolution (Application/Interview).
- Able to work to deadlines both independently and co-operatively as part of a team (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview)

### **Knowledge, Skills, and Behaviours (Desirable)**

- Commercial experience (Application/Interview).
- Experience of operating in a regulated sector (ideally HE) (Application/Interview).
- Experience of Unit 4 Business World Financial Information System (Application/Interview).
- Relevant degree or equivalent (Application).