

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	Finance and Procurement
School/Department	Business Planning and Reporting Services
Team	Financial and Management Accounting, Planning and Reporting
Job Title	Finance Analyst
Grade	6
Hours of Work	35 hours per week
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Assistant Accountant
Responsible For (Job Title)	n/a

Principal Accountabilities
<p>The post holder will be part of the Accounting Support team, working with Finance and Assistant Finance Business Partners to provide comprehensive, timely and accurate financial support and advice to operational colleagues and budget holders across all aspects of the University's operations.</p> <p>The post holder will undertake a range of management and financial accounting duties to support sound financial reporting and take a proactive approach to performing investigative analysis and identifying process improvements to maintain a robust control environment.</p>

Key Tasks
<p>Service Delivery</p> <p>Be responsible for calculating and processing monthly expenditure accruals and prepayments, income accruals, internal recharges and overhead distributions in the University's accounting system SAP.</p>

Produce, as required, monthly variance analyses and other ad hoc financial reports for budget holders, supporting Finance Business Partners in monitoring income and expenditure against budget.

Develop effective reporting via the University's reporting system Adaptive Insights, SAP, Microsoft Excel or other tools in order to present financial performance.

Take a proactive approach to the accounting of non-RKE activities, liaising with operational colleagues to ensure income and expenditure is recognised in line with accounting standards and departmental procedures, and produce management information reports as required.

Seek opportunities to continuously improve processes and determine new methods of working as necessary, to adequately support business activities and meet the needs of the customer.

Assist in the preparation of the costing and financial aspects of business plans for new and current developments and activities.

Assist in the budgeting and forecasting process for activities such as Collaborative Education partnerships, Contract Teaching activities and CPD programmes, as required.

Perform income and expenditure and balance sheet reconciliations to support a robust financial control environment.

Act as Finance lead on specific non-RKE grants to ensure compliance with funding regulations, provide finance support and advice, and regular budget variance reports to the budget holder.

Take a proactive approach to performing investigative analysis, using own initiative to identify process improvements and more robust financial controls.

General

Develop and maintain positive working relationships with Finance and Assistant Finance Business Partners, budget holders, operational staff and contacts in other University departments, disseminating information in its most appropriate format in a professional, timely and accurate manner.

Undertake relevant training and take personal responsibility for maintaining an understanding of the financial regulations and procedures and policies, to advise stakeholders on compliance and ensure adherence with these policies.

Close liaison with the Finance Assistants within the team, including provision of advice and guidance as appropriate.

Assist in the production of statutory and external returns that the University is required to undertake. Promote the department's services to Manchester Metropolitan staff, pre-empting their requirements wherever possible.

Undertake ad hoc tasks as and when required by the Finance and Procurement Directorate.

Liaise with external and internal auditors and third parties as necessary.

Special Features

N/A

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Excellent written and oral communication skills including the ability to communicate complex financial concepts and regulations in a manner appropriate to the audience.	E
		1.2	Ability to develop and maintain effective and collaborative working relationships with colleagues across organisational boundaries.	E
		1.3	Ability to work under pressure, organise and prioritise a personal workload and demonstrate a flexible approach to work demands.	E
		1.4	Ability to effectively interrogate and interpret financial systems and reports, using own initiative to identify any control or process weaknesses and rectify issues.	E
2	General & Specialist Knowledge	2.1	High degree of proficiency in using Microsoft Office effectively in order to reconcile data and produce management reports, with advanced Excel skills and an ability to manipulate and analyse data from a number of different systems.	E
		2.2	Strong understanding of basic financial and management accounting and demonstrable application of this in a working financial environment.	E
		2.3	Working knowledge of the SAP finance package or similar mainframe finance solution.	E
		2.4	Knowledge of the issues facing the Higher Education sector.	D

3	Education & Training	3.1	Working towards or holds a recognised accounting qualification, or relevant experience that demonstrates high order numeracy and analytical skills, accuracy and attention to detail.	E
4	Relevant Experience	4.1	Experience of working within an accounting environment of a large organisation.	E
		4.2	Experience of compiling financial analyses and performing income and expenditure and balance sheet reconciliations in a financial management reporting environment.	E
		4.3	Experience of developing and implementing new administrative systems, processes and/ or controls.	E
		4.4	Experience of presenting financial information to key stakeholders and managers, demonstrating a flexible and responsive approach to meeting customer needs.	E
5	Special Requirements	5.1	Commitment to excellence and desire for continuous improvement.	E
		5.2	Self-motivated, professional and pro-active approach to work.	E
Date of Revision		October 2021		