

Role Description Form

Job Title:	Assistant Management Accountant
Job Holder(s):	N/A
Sub Department:	Finance
Department:	University of Warwick Science Park (UWSP)
Responsible to (title and name):	Finance Manager & Head of Finance
Responsible for (title and	3 Senior Finance Assistants (2.4 FTE)

Job Purpose: The role is responsible for overseeing the effective running of the UWSP finance processing team; drawing up costings and assist with the contract process for new activities; providing financial advice to UWSP management and staff and assisting the Finance Manager in quarterly reporting and five year planning for Science Park activities

Principal Accountabilities		%
This section contains the same information as the 'Duties and Responsibilities' of the Job Description		
1	Assist in the preparation and co-ordination of quarterly management accounts and carry out period end tasks, ensuring that all rent, service charge and management charge invoices have been prepared accurately in line with lease terms	25
2	Line manage the UWSP Finance Office processing team. Oversee the purchase and sales ledger, reviewing procedures as necessary to ensure items are processed efficiently and in accordance with lease contracts and service charge accounting rules	20
3	Collate and process Business Ready expenditure claims from ERDF and reconcile claims back to the transactions on the system	25
4	Assist in compiling audit information at year end and help respond to auditor queries	10
5	Manage queries from centre managers, heads of operations and Central Finance	10
6	Approve expenditure PO's booked ensuring it is within approved budgets and correct cost centres	5
7	Deputise for the Finance Manager as required	5
Knowledge, Skills and Experience		
This section contains the same information as the Person Specification		
Qualifications	<ul style="list-style-type: none"> ▪ Good general education to A-Level and preferably degree level 	

Professional Qualifications	<ul style="list-style-type: none"> ▪ Professional qualifications: Association of Accounting Technician qualification (AAT) or Part 1 CIMA/ACA/ACCA – Essential ▪ A desire to progress to full membership of chartered accountancy body – Desirable.
Previous Experience	<ul style="list-style-type: none"> • At least 2 years experience within a finance function especially journals posting and also sales and purchase ledger management • Experience of dealing with contracts • Experience of interpreting and implementing financial guidelines • Experience of data manipulation by use of Microsoft Excel
Knowledge and Skills	<ul style="list-style-type: none"> ▪ Clarity of thought ▪ Strong inter-personal and communication skills – should be able to draft emails explaining queries. ▪ Excellent organizational ability to keep abreast of a demanding workload and to deal with competing priorities, methodical and accurate ▪ Sound IT skills, including a working knowledge of Microsoft Office and advanced competence with Excel (SAP an advantage) ▪ Initiative, self-motivation, determination, enthusiasm, flexibility and commitment to delivering a reliable service ▪ Ability to explain accounting concepts to non-accountants ▪ Confidence in dealing with senior people, with the ability to create a good impression ▪ Ability to interpret grant and contract conditions ▪ Up to date knowledge of accounting and reporting standards
Other Information	The variety and complexity behind the financial transactions of UWSP should not be underestimated. It operates as an SME as well as a University department.

Dimensions

Financial	4 separate limited companies 8 bank accounts 280 live suppliers 200 live customers
Operational	Provision of financial information and advice to all members of UWSP Ltd., including Managers. Liaison with UoW Central Finance. Communications with tenants over invoicing queries and external suppliers with regard to invoicing/payment queries. Provides information to auditors and other external agencies as required.
Staffing – Supervision Given	None
Staffing – Supervision Received	Minimal day to day supervision from Finance Manager. Receive guidance and instruction on new requirements & task from Finance Manager. Freedom to set own priorities within the tight constraints of the accounting timetable, reporting deadlines for Boards and Committees, and the changing demands made on the Finance Manager.

Planning and Organising

What is the furthest ahead the job has to plan?

Daily		Weekly		Monthly		Quarterly	X	Annually		Longer	
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Which Principal Accountability does this relate to?	Preparation of Quarterly Accounts for Departmental Administrators.
Please provide an example of the work the post plans in advance (using the longest timescale).	
In order to prepare Quarterly accounts for a number of departments the post has to schedule appropriate time for each department in order meet very short deadlines.	
Communication	
<ul style="list-style-type: none"> ▪ Explaining and discussing variances with Heads of Department as appropriate. ▪ Provide a key point of contact for departmental staff with accounting queries and the first port of call for financial data received for processing. This entails liaison internally within the finance office and other departments in order to provide management information directly for managers as required, and provide support to non-financial colleagues. ▪ Liaison with external third parties (such as HMRC) and senior budget holders. ▪ Attendance and contribution at regular team meetings. ▪ Supporting & guiding staff to ensure correct procedures & maintenance in relation to inter-company accounts. 	
Decision Making	
Typical Decision	To decide whether a set of figures as presented are accurate and if not decide on whether an adjustment is required and what that adjustment should be. This could be costs within SAP/ staff costs on a staff grid/ other cost on a management accounts spreadsheet/ figures presented in an approval to appoint. The figures may not be accurate because the underlying figures require correction, because of an error in excel presentation or because further information is required to clarify understanding
Most Complex Decision	To decide on the best method of presenting information to non-financial budget holders. To decide which tasks to prioritise in order to achieve overall accuracy within a tight reporting schedule.
Supplementary information	
Supplementary information	The efficient and effective functioning of departmental and consolidated accounts is crucial to the University's financial welfare. Reliable accounting performance in support of the Finance Managers, is essential for the welfare of the Finance Office in the delivery of all forms of financial information. Good discipline at the upper level of the book-keeping activity is vital to prevent potentially damaging accounting errors.