

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SERVICES

Directorate of Finance

FINANCIAL ANALYSIS AND REPORTING

SENIOR FINANCE OFFICER

VACANCY REF: PSX-031131

Salary: £32,080 - £36,636 per annum depending on experience

Hours: 35 hours per week (1 FTE)

Duration: Fixed term for 12 months

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Maryam Abbasi

Email: mar.abbasi@manchester.ac.uk

Overall Purpose of the Job

The Senior Finance Officer is a member of the Directorate of Finance working under the guidance of the Management Accountant.

You will assist with the annual reporting cycle, including financial planning, budgeting, forecasting and reporting processes for your area of responsibility.

You will be customer focused, flexible in your approach, and work in conjunction with other finance colleagues, covering for and relating with them in order to develop and enhance your role and the service delivered by the Directorate of Finance.

Key Responsibilities, Accountabilities or Duties

- Act as a point of contact to provide support and advice to the Heads of School/Directorate management teams and meeting with budget holders as appropriate
- Assisting the Head of School/Directorate Finance as required in the annual financial reporting cycle, including the preparation of monthly management accounts, forecast outturns, year end accounts, annual budgets and five year plans
- Responsible for specific areas of activity within the School/Directorate as deemed appropriate
- Assist the Head of School/Directorate Finance in monitoring income and expenditure against budget through variance analysis and other ad hoc reports
- Assist in the preparation of the costing and financial aspects of business plans for new and current developments and activities

- Liaise closely with the Finance Officers within the team, including provision of advice and guidance as appropriate
- Seek opportunities to continuously improve procedures as necessary to adequately support the business activities
- Produce monthly and other ad hoc financial reports and ensure that these are distributed to the relevant Budget Holder and that appropriate action is taken where necessary
- Assist the Head of School/Directorate Finance in ensuring all accounts are set up correctly on Oracle Financials, the University's accounting system
- Prepare and input journals onto Oracle Financials, the University's accounting system
- Be familiar with the Financial Regulations, Procedures, Purchasing Policy and any other documents as issued by the Office of the Director of Finance from time to time, and give advice on compliance thereto
- Cover the workload of other colleagues in times of absence to provide efficient and flexible support across the School/Directorates within the Faculty
- Maintain confidentiality of information in line with data protection requirements and University policy
- Comply with Health and Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment
- Perform associated miscellaneous duties as determined by the Head of School/Directorate Finance or the Head of Faculty Financial Reporting and Analysis as necessary

Essential Knowledge, Skills and Experience

- Qualified AAT Level 4 (technician) or equivalent
- Experience of working in an accounting environment
- Experience of attending meetings with key stakeholders and managers
- Excellent communication (both verbal and written) demonstrating an ability to deal with a wide range of colleagues
- Excellent organisational skills, ability to plan and prioritise a variety of work activities in a busy environment and meet strict deadlines
- A flexible team player with the ability to support colleagues in the delivery of objectives
- Demonstrates an ability to be creative and solve problems, with experience of contributing to the development and improvement of systems and procedures
- Strong numeracy skills demonstrating accuracy and attention to detail
- Strong IT skills, particularly accounting systems and high level excel skills, including data manipulation and interrogation
- Flexible and responsive to customer needs
- Have the ability to use discretion with sensitive information and to maintain complete confidentiality at all times
- Be able to present a professional image of the University of Manchester at all times

Desirable Knowledge, Skills and Experience

- Studying towards a recognised CCAB professional accountancy qualification or equivalent

Expectations and success factors

- To be a proactive team member and treat all colleagues and students with respect in accordance with the established PS Behaviours
- To seek new knowledge and share ideas
- To be open and responsive to change and innovation
- To be able to build networks and communicate effectively with a broad set of internal and external contacts
- To have an understanding of and commitment to promote the University's policies and procedures to support and promote Equality & Diversity