

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
PROFESSIONAL SERVICES
DIRECTORATE OF FINANCE
DIVISION OF FINANCIAL ACCOUNTING
TRAC & FINANCIAL CONTROL ACCOUNTANT
VACANCY REF: PSX-031241

Salary: Grade 7, £47,389 to £58,225 per annum, depending on relevant experience

Hours: Full time

Duration: Permanent

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: David Njegovan

Email: David.njegovan@manchester.ac.uk

Overall, Purpose of the Job:

You will work as part of the central financial accounting team supporting the Financial Controller in ensuring the delivery of the University's annual TRAC return and costing information. This will include the development of models for costing and pricing for external and internal purposes, including developing the TRAC model and costing University research and teaching activities.

You will support the wider Financial Control team with the completion of other finance related statutory returns.

The postholder will be expected to be customer focused, flexible in their approach, and to work in conjunction with other finance colleagues, covering for and communicating with them in order to develop and enhance the role.

A key element of the role is effective business partnering with senior stakeholders across the University, including presenting financial and costing information to the TRAC Oversight Group and other senior committees in a clear and accessible way for non-financial audiences.

Key Responsibilities, Accountabilities or Duties:

TRAC and Costing Activities:

- Producing the University's Transparent Approach to Costing (TRAC) return and any associated benchmarking exercise, consistent with the timetable prescribed by the Office for Students (OFS)
- Developing the University's TRAC-related processes and systems where required, to ensure full compliance with the TRAC Quality Assurance process prescribed by OFS and the UK Research Councils
- Contributing to the delivery of specific developments for TRAC to ensure the robust allocation of income and costs to Teaching (T), Research (R) and Other (O) activities, including:
 - o Implementation of new cost allocation models as required
 - o Critical review of drivers used for the allocation of other central costs
 - o Identification of full income and costs for PGR students
 - o Critical review of the approach used to allocate income to T, R and O
- Calculating the relevant rates for estates costs and indirect costs and the annual updating and development of standard charge-out rates in respect of shared resources and major facilities
- Developing and maintaining resources in relation to TRAC including content on the Staff Intranet
- Supporting initiatives to exploit TRAC-related data at school and faculty level
- Contributing to developing methodologies for measuring the viability of courses, research and other activities across the University
- Contributing to initiatives which support the development of costing and pricing for research and teaching, including equipment sharing and charging for facilities and equipment
- Supporting faculties in respect of TRAC-listed facilities through the coordination, planning and delivery of training and providing advice and guidance to queries and issues raised
- Convening TRAC Oversight Group meetings and managing the associated calendar for the year. TRAC Oversight Group is made up of members of the UoM senior leadership team and senior Finance Directorate professionals
- Preparing and delivering reports and presentations to the TRAC Oversight Group and other senior University committees, translating complex costing and financial data into clear, concise narratives that enable informed decision making by senior leaders, many of whom will have no specialist finance background.
- Responding to additional and ad hoc TRAC reporting requests from internal and external stakeholders, providing detailed analysis and interpretation of costing data as required.
- Leading and coordinating the TRAC Operations Group, bringing together cross-functional teams to support TRAC data collection, validation, time allocation, indirect cost allocation and benchmarking, and to strengthen the accuracy, efficiency and transparency of the annual TRAC return.

Balance Sheet Control and Statutory Returns

- Assisting in the preparation of finance related statutory returns for the Office for National Statistics and Office for Students for review by the Financial Accountant and Financial Controller

- Preparation and ownership of balance sheet reconciliations for designated control accounts, ensuring accuracy and timely resolution of reconciling items.
- Participating in periodic balance sheet reviews, reviewing commentary and supporting evidence to identify financial risks.

General

- Representing the University in a number of cross-institutional and external working groups, such as the KPMG TRAC Development Group, contributing financial expertise and helping to shape emerging policy and methodology.
- Seeking opportunities to continuously improve procedures as necessary to adequately support the business activities
- Ensuring that data is handled and stored in line with University data security policies
- Contributing to the development of a customer focused service and establishing and maintaining good working relationships throughout the University
- Assisting with the creation and maintenance of common processes to improve the efficiency and effectiveness of the University Finance function
- Completing ad hoc exercises and projects as required
- Undertaking other such duties as may be determined by the Financial Controller
- Deputising for the Financial Controller as required

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience

Knowledge:

- A recognised accountancy qualification (CCAB equivalent)
- Educated to degree standard

Skills/Qualities:

- Demonstrate a sound knowledge of accounting and the principles of activity-based costing
- Have an analytical approach to work, with a strong problem-solving ability
- Be able to assimilate, interpret and apply detailed information quickly and effectively
- Be a confident and credible business partner to senior stakeholders, with a proven ability to translate complex financial and costing information into accessible insights. This includes presenting formally to senior leadership committees and building trusted relationships with non-financial decision makers across the institution.
- Operational leadership of complex, cross-functional regulatory processes, ensuring data quality, compliance and continuous improvement.
- Possess the motivation to streamline processes and identify and implement continuous improvement
- Have the motivation both to work as a team member, supporting other finance professionals, and to work under own initiative
- Demonstrate good customer service skills
- Have the ability to manage and prioritise different and sometimes conflicting workloads and meet deadlines

- Possess strong computer skills, particularly accounting systems and advanced spreadsheet skills

Desirable Knowledge, Skills and Experience:

- Working in a similar role in a large and complex organisation which includes subsidiaries and consolidation
- Dealing with senior leadership-team-level non-financial and financial managers