

Summary

Job title	Management Accountant (MA)
Division	UAS
Department	Estates Services - Finance
Location	The Malthouse, Tidmarsh Lane, Oxford
Grade and salary	Grade 7: £37,524 - £45,763 with a discretionary range to £49,850 per annum
Hours	Full time
Contract type	Fixed-term (12 months)
Reporting to	Deputy Head of Finance
Vacancy reference	175321

The role

The Management Accounting Team informs strategic business decisions and supports management decision-making at all levels through the presentation and interpretation of the financial position and by evaluating and proposing options to optimise the position. This team interfaces with the Central University on strategic analyses such as headcount control, space charges and support of Estate Services' position in the University planning process.

The Management Accounting Team is also a key part of any business control framework in the monitoring of the financial position to plan, by maintaining the budgetary mechanism. The team provides a consolidated financial position for the whole of Estates Services and interfaces with the University's central finance teams to relay this to the University's financial systems and control and monitoring structures. The Management Accounting Team play a key role in establishing robust financial management platforms and ensuring that these are continually evolving in line with departmental needs.

The team works through partnership with defined budget holders in Estates Services to translate the knowledge of their operations into an appropriate financial projection. This includes the annual financial planning cycle and routine financial monitoring reports and meetings, identifying and communicating variances of concern.

The Management Accounting Service Team provides accounting services to Estates Services diverse functions, ranging from property income, grant income, major capital expenditure to security services. There are multiple sections and many budget holders.

The accounts are shared across the team so that there is always a lead for a particular budget area who will prepare those accounts and reports, run investigations and advise the budget holder. The Management Accountant leads on a substantial and complex accounting deliverables within one of the portfolios of accounts as part of the Management Accounting Services Team. They will specialise in a large sub-portfolio of accounts and take ownership of the validity and robustness of these portfolios including the maintenance of certain key accounting schedules



such as property income or capital grant income for example. These will include certain complex and/or high risk budget areas.

The Management Accountant will be provided with direction by one of the Senior Management Accountants, the Deputy Head of Finance and the Head of Finance to whom they report and will in turn provide management, guidance and support on a daily basis to the Management Accounting Assistant and the Management Accounting Trainee. The SMA will work alongside the Senior Management Accounting Team and contribute to the development of the Financial Services Section.

Responsibilities

Management Accounting Services for Budget Holders

The Management Accountant (MA) will provide leadership, guidance and support on financial budget management for property, project or I&E accounts, including business activity and income generation. Each member of Management Accounting Service will be nominated certain budget areas for which they will become the specialist and the lead to work with the budget holder for a period of time. The MA will;

- Manage the preparation and presentation of the monthly suite of Management accounting reports, working to specific and agreed timescales and participating in budget review meetings with budget holders. Analysing performance to plan, identifying and investigating variances and escalation of variances if necessary.
- Work with the Budget Holder to establish budget needs contributing to the annual financial planning cycle and the preparation and profiling of annual income and expenditure budgets,
- Participate in quarterly accounting and forecasting to integrate with the University's timelines.
- Provide advice and guidance on treatment of non-routine financial transactions.
- Work with the Senior Accounting Team to integrate their budget areas (sub portfolios) into the consolidated accounts for review.

Technical Accounting

The Management Accounting Team ensures the technical integrity of finances – reconciliations on a monthly basis, review of issues and compliance with University financial principles, negotiating and defining issues where appropriate.

Specifically, the MA will exhibit an awareness and understanding of the substantive accounting issues, ensuring appropriate treatment of reserves or transactions, capitalisation, accruals, work in progress and good use of accounting coding.

The MA will manage the preparation of, and will prepare accruals, prepayments, correction transfers, recharges and year-end adjustments in order to ensure meaningful and compliant management accounts.

Statutory Returns

Prepare and submit statutory returns to specified deadlines.

Control and Governance

The Management Accountant will enhance the control and governance structure by;

- Being proactive in identifying and investigating variances or changes to plan with escalation where appropriate.
- Ensuring the adherence to all relevant Financial Regulations, University policies and systems, ensuring audit requirements and institutional standards are met.

Committee Reporting

The MA will work with the Senior Management Accounting Team in the provision of accounting analysis and commentary to a number of committees remotely and in person including;

- Internal management groups
- Senior Management Team
- Environmental Sustainability sub-committee
- Buildings and Estates Committee as appropriate
- Central finance for integration into University Administration Services' position and reporting to Financial Planning & Analysis team.

Financial Infrastructure – Financial Platforms, Frameworks and Business Processes

The MA will contribute to the continual development and evolution of financial management mechanisms to shape and support the business needs of Estates Services, taking on specific improvement projects where requested.

Financial Planning and Monitoring - Consolidated Accounting for Estates Services

The MA will work with the Senior Management Accounting Team on consolidated finances including the following;

- Annual planning and monitoring returns – consolidating the returns allowing the identification of the overarching position and presenting strategic options and possibilities.
- Consolidated cashflow preparation analysis for spend and income, for both project and services to inform the University's cash planning.
- Financial management of the consolidated finances of the capital plan – both spend and funding.

Strategic Finance

The MA will contribute to strategic financial analysis by supporting the Head of Finance – Estates Services in the preparation and consolidation of returns, including;

- Strategic financial analysis and opportunity development
- Strategic Financial Planning for the consolidated financial position of the department
- The creation of models, reports and analyses on one-off projects to support the Department and University.

General

Any other related duties which may be required to deliver the full remit and are reasonably consistent with the foregoing, as may be required.

- To develop and maintain quality working relationships with all customers in order to deliver a high quality efficient and effective service.
- Maintenance of records, financial files and logs as required for the team.

Leadership, Management and Supervision

The holder of this role is expected to work as part of the Finance Team, to include directing staff and dealing with day to day issues.

Selection criteria

Essential selection criteria

- **Working with numbers**
 - Natural and comfortable ability with numbers and their appropriate use in reporting and analysis
 - Ability to interpret numbers and identify risk and issues, being able to appreciate the significant risks from among the many issues
- **Applying Accounting Skills**
 - Appreciation of accounting concepts and ability to apply them in real situations such as to identify treatment of non-routine items and appreciate their impact on the whole organisation

- **Working with Data and Systems**
 - Ability to compile and analyse meaningful information for customers
 - Ability to filter and prioritise information for effective financial management
 - Ability to work to structured approaches and within defined accounting frameworks to deliver standard outputs for customers while respecting deadlines and interdependencies in the reporting chain
 - Work with uncertainty and provide reports highlighting appropriate degree of risk assessment
 - Routine management of accounting schedules and logs to standard formats, ensuring reconciliation to the financial system
 - Competent in use of financial and reporting systems to provide data with ability to identify and resolve data issues
 - Working with large volumes of data, showing an appreciation of control and reconciliation – demonstrating the ability to think holistically and consider the implications on the whole account whilst also being able to identify detailed issues
- **Presenting Information**
 - Ability to translate data into meaningful and professional reports, which are appropriate for the audience
 - Preparation and presentation of financial reports including commentary and numbers, including presentation to committees and meetings
 - Ability to consolidate information from diverse accounts and analyse the overarching position
 - Clear and concise communication whilst highlighting appropriate issues and risks
- **Working with People**
 - Ability to engage and work with people whilst ensuring adherence to financial regulations and concepts where necessary, sometimes delivering unpopular messages
 - Ability to lead and manage teams for effective delivery of targeted results
- **Styles of Working**
 - Ability to work independently to achieve effective results whilst also operating within a team environment
 - Working as part of a team to produce consolidated outputs
- **Structured and Business Workflow Approach**
 - Demonstrating structured and holistic thinking with ability to identify gaps or improvement opportunities and lead the design of appropriate financial platforms, frameworks and processes
 - Structured and holistic thinking – contribute to development of platforms, processes and improvement initiatives for the finance team
- **Delivering Results**
 - Deliver results to timelines, respecting interdependencies in financial reporting
- **Experience**
 - Accounting for projects, property, estates environment
 - Working as a member of a team to deliver consolidated accounting outputs
 - Managing and leading team members
 - Extensive experience in the use of financial and reporting systems for provision of data and reports
 - Planning and monitoring of finances to plan via budgetary planning and control mechanisms
- **Qualifications**
 - Hold or studying towards current recognised accounting qualification such as CIMA, ACCA or equivalent
 - Part qualified or studying towards recognised accounting qualification or equivalent

Desirable selection criteria

- **Financial Analysis and Strategic Finance**
 - Financial Modelling. Ability to investigate and identify variables and the relationships between them, to develop financial models in spreadsheets, identifying opportunities and risk
 - Develop and lead financial strategy for sections and the department
 - Produce financial assessments including the development and management of financial models and scenario analysis

- Working in a professional capacity in an organisation with large and diverse management accounting functions

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Estates Services

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them.

Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff;
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services.

For more information please visit: [Home | Estates Services \(ox.ac.uk\)](http://Home | Estates Services (ox.ac.uk))

UAS Division

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk/>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly hr.estates@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>