

Job Description

Job title:	Financial Accounting Manager
Directorate:	Finance & Procurement
Grade	G
Term:	2 Year Fixed Term Contract

Duties of the role	
Overall purpose of the role	<p>The Financial Accounting Manager is a senior role within the Finance and Procurement Directorate, responsible for the integrity, accuracy, and compliance of the University's financial records.</p> <p>The role leads statutory reporting, oversees month-end and year-end processes, and ensures adherence to relevant accounting standards (FRS 102, SORP). It will also lead the assessment and implementation of the forthcoming FRS 102 accounting standard changes for the university</p> <p>The postholder will play a key role in financial governance, capital programme oversight (policies, guidance and advice), supporting financial due diligence and the successful delivery of the SAP for Futures programme. They will also deputise for the Head of Financial Accounting and lead a small team</p>
Main duties and responsibilities	<p>Financial Reporting and Control</p> <ul style="list-style-type: none"> • Lead month-end and year-end close processes, ensuring accuracy and timeliness • Maintain integrity of financial records, including balance sheet reconciliations • Prepare and review statutory accounts for the University and subsidiaries <p>Governance, Compliance and Audit</p> <ul style="list-style-type: none"> • Ensure compliance with FRS 102, SORP, and regulatory requirements • Support engagement with internal and external auditors • Support regulatory submissions including OfS Annual Financial Return • Maintain a strong internal control environment <p>Systems and Transformation (SAP Futures)</p> <ul style="list-style-type: none"> • Support implementation of SAP financial accounting modules • Ensure robust financial governance (budgeting, forecasting and variance analysis) across the SAP programme • Provide insight, reporting, and challenge to programme boards • Ensure alignment between finance processes and system design

- Project manage the SAP financial governance, ensuring compliance with procurement, reporting including budgeting, forecasting, variance analysis, and providing guidance, advice and support on capitalisation policies
- Provide financial insight and reporting to programme leadership and governance boards

Capital and Strategic Finance

- Provide expert advice on capital accounting and capitalisation policies, providing expert advice influencing decision making
- Monitor and report on capital expenditure to governance committees
- Ensure accurate financial tracking and reporting of capital projects with stakeholders
- Support financial due diligence for partnerships and investments

Leadership and Stakeholder Engagement

- Line manage and support the development of two Financial Accountants and ensure effective working practices within the department
- Deputise for the Head of Financial Accounting when required
- Prepare and present financial reports to senior leadership and committees

General Responsibilities

- Provide high-quality financial advice and support across the University
- Undertake additional duties appropriate to the grade
- Promote equality, diversity, and inclusion in all activities
- Support environmental sustainability and minimise environmental impact in line with University policy

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and training	Qualified Accountant (CCAB, CIMA or equivalent)	E		✓			✓
	Relevant degree or equivalent		D	✓			✓
Experience	Experience of managing and leading a financial accounting team, including providing training and development.	E		✓	✓		
	Significant experience in financial accounting, including statutory reporting, FRS 102 and SORP	E		✓	✓	✓	
	Extensive experience leading month-end and year-end processes, including general ledger control and statutory accounts production	E		✓	✓		
	Experience managing financial controls and working with internal and external auditors	E		✓	✓		
	Experience of ERP finance systems (SAP desirable), ideally supporting system implementation or improvement	E		✓	✓		
	Experience delivering process improvements and driving financial efficiency		D	✓			
	Experience supporting capital programmes (providing guidance and advice on capitalisation and policies), financial reporting and due diligence	E		✓	✓		
Skills & Competencies	Strong analytical skills with ability to interpret data and inform decision-making	E		✓	✓		
	Effective communication skills, able to present financial information to diverse stakeholders demonstrating strong report writing and presentation skills	E		✓	✓		
	Strong organisational skills with ability to manage deadlines and competing priorities	E		✓	✓		
	Ability to problem solve and put forward pragmatic solutions.	E		✓	✓		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Personal Attributes	Ability to work independently and collaboratively across teams in providing sound financial advice and guidance.	E	✓	✓		
	Proficient IT skills, including Microsoft Office (Excel, Word, PowerPoint)	E	✓	✓		
	High professional and ethical standards with strong financial governance	E	✓	✓		
	Proactive, adaptable, and customer-focused approach	E	✓	✓		

*A = Application Form; I = Interview; T = Test; D = Documentary Evidence