

Management Accountant



Role Description

GRADE

Grade 5

LOCATION

Sighthill Campus,
Edinburgh

LINE MANAGER

Finance Business
Partner

Role Summary

Edinburgh Napier University's success is underpinned by strong financial management, led by our Finance team. The finance team provides an efficient, customer focused, proactive service to the University's internal and external customers. The team is responsible for financial planning, financial reporting, business partnering, accounts payable, accounts receivable, student fees and tax & treasury management. This role will be based in the Finance Business Partnering Team / Financial Reporting Team.

The role holder will provide comprehensive day to day support to the Finance Business Partnering team in the financial management of the relevant area. This includes responsibility for the preparation of management accounts and associated financial reports.

The role holder will also support the Edinburgh Napier University Development Trust by managing donations into the University and the disbursement of funds to specific projects; including the preparation of the monthly accounting entries and annual report and accounts for the Trust. The role holder will be the key point of contact for the Trust's external audit and will be responsible for ensuring the Trust adheres to changes in Charity Law and relevant Accounting Standards.

Line Management Responsibility for:

This role does not have any line management responsibilities

Main Duties and Responsibilities

Management Accounting

- Responsibility for production of monthly, quarterly and annual management accounts as appropriate.
- Assist in the preparation and presentation of financial reporting packs for school Board and other required forums. Adhere to standard reporting formats where applicable.
- Support the development and maintenance of the monthly audit file to support management accounts.
- Responsible for the monitoring and reconciliation of all suspense, control accounts and balance sheet accounts as applicable.
- Preparation of monthly journal entries, including accruals and prepayments, and year end journals to support the preparation of the University's statutory reports
- Assist the Finance Business Partner with preparing, analysing, and evaluating financial business cases.

Edinburgh Napier University Development Trust

- Preparation and posting of transaction entries to Agresso
- Preparation of monthly and annual accounts for the Development Trust, ensuring compliance with SORP
- Carry out a monthly reconciliation of income and expenditure between Raiser's Edge, Agresso and bank statements.
- Banking and receipting of all donations on Raiser's Edge
- Preparation for annual audit and being the main point of contact for the Auditors, answering audit queries
- Liaise with project champions with regard to disbursements from the Trust and prepare and arrange sign-off of all relevant disbursement paperwork
- Ensure that gifts are received in the most tax-efficient way (give advice as necessary), and that Gift Aid is claimed
- Preparation of disbursement papers for approval and sign-off at Development Trust meetings

Process Improvement

- Assist the Finance Business Partners and Head of Financial Reporting & Projects with the continuous development of the finance function including identifying areas of change to drive improvement of processes and best practice across whole finance process.



- Assist with implementation of finance/governance change projects including full project life cycle and delivery of necessary training to end users within finance and across the University.
- Assist with further development and maintenance of the financial procedures manual.
- Proactively identify improvement opportunities, raise ideas and champion process improvements and cost saving initiatives in order to meet business objectives.

Budget and Forecasting

- Contribute to and provide high quality financial support to the Finance Business Partners for the development and execution of the University's corporate planning and budgeting processes.
- Support the Finance Business Partner team in the production of monthly, quarterly and annual management accounts as appropriate.

Communication & Business Support/Engagement

- Proactively promote and build effective co-operation and relationships with Schools/Departments and external partners, providing advice and support where required.
- Working closely with the Finance Partners have a strong awareness and understanding of all financial and commercial related matters within the School/Department and have the knowledge to respond in a timely manner to queries from senior management.
- Challenge and perform appropriate diligence on financial data and take full responsibility for its accuracy and highlight risks and uncertainties as appropriate.
- Development of a responsive, accurate and consistent service to agreed deadlines both internally and externally, ensuring all internal and external reporting is timely and is conducted to the highest professional standards.
- Ensure all internal and external reporting is timely, meets agreed deadlines and is conducted to professional standards.

General Duties & Responsibilities

- To work on ad hoc projects as assigned.
- Pro-active in ensuring continuing professional development to support all requirements of role
- Maintain in-depth current knowledge of all developments in HE sector ensuring the Department incorporates and embeds 'best practice'.
- Ensure strong knowledge of relevant systems including Agresso and best practice
- Design and implement improved financial controls and processes including appropriate reviews and checklists to support the finance teams continuous improvement service aims.

- To work within and actively support the equality and diversity policies and practices of Edinburgh Napier University.
- Lead by example every day championing the University values, leadership behaviours and inclusivity strategy.
- To participate in the My Contribution performance review process.
- All employees are responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g., Data Protection, Information Security and Records Management
- Any other duties as required by the Finance Business Partners or Head of Financial Reporting & Projects.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education / Qualifications		
• Part Qualified Accountant (with evidence of actively studying and near completion)	✓	
• Educated to degree level or equivalent	✓	
• CCAB (or similar) Qualified Accountant		✓
• Evidence of ongoing career related CPD		✓
Skills / Experience		
• Experience in a financial support team.	✓	
• Strong technical skills in relation to accounts preparation, budget management and current accounting regulation.	✓	
• Knowledge and experience of using accounting systems and accountancy software.	✓	
• Be able to demonstrate a strong detailed knowledge and understanding of management accounts preparation and journal preparation and processing.	✓	

• Excellent communication and interpersonal skills with confidence in communicating at all levels across the University, orally and in writing	✓	
• Customer focussed approach to work. Prior experience of delivering the highest standards of performance and customer service.	✓	
• Ability to work both within a team and on own initiative.	✓	
• Ability to plan, manage competing tasks and deadlines through organisation, excellent time management and prioritisation of own work to deliver on time with accuracy and attention to detail.	✓	
• Strong analytical and problem-solving abilities	✓	
• Must be able to participate, share knowledge/insights and contribute to decision process.	✓	
• Experience of managing and delivering financial project objectives.	✓	
• Experience of administering a charitable trust and ensuring compliance with Charities Accounts (Scotland) and Trustee regulations		✓
• Experience of Agresso finance system and iTrent integrated HR/Payroll system.		✓
• Experience of using Raiser's Edge for gift administration		✓
• Experience of working in the higher education sector within a financial service function.		✓