



Job Description

Position / Job Title:	Business Accountant
Ref:	113 / 0000039424
Location/Building:	Studland House, Lansdowne Campus
Faculty/Professional Service:	Finance and Procurement
Group/Section:	Management Accounts and Reporting
Normal Hours per Week:	1 FTE (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	8
Accountable to:	Management Accounts and Reporting Manager

Job Purpose

To work in partnership with Faculties and Professional Services, providing support and advice as appropriate to retain focus on the wider issues and enable achievement of the targets in the BU Strategic Plan.

To play a forward looking and proactive role in planning, forecasting and monitoring performance against all relevant elements of the Strategic Plan.

To prepare, monitor and report on the annual revenue and capital budgets, the monthly management accounts and the payroll budget of the designated Faculties/Professional Services as well as monitoring performance against other Key Performance Indicators.

To provide financial advice and support to Deans/Heads of Professional Services and their senior staff.

To adopt a business partnering approach with the faculties, acting on behalf of the wider Business Accountants Team in understanding business needs and identifying requirements for new information.

Main Responsibilities

1. Planning and Performance Measurement

To work with Deans/Directors of Professional Services to better understand the business and identify areas for focus thereby enabling them to achieve their strategic plans. As part of this process, to monitor all aspects of Faculty performance to assist Faculties and Professional Services.

To provide insightful analysis and challenge to identify where changes can be made and make recommendations to senior management up to and including ULT.

To have high level oversight, where appropriate, of key reports prepared on behalf of Faculties or Professional Services and/or submitted to external bodies.

2. Preparation and Monitoring of Budgets, Forecasts and Management Accounts

Prepare the annual revenue and capital budgets for the designated Faculties/Professional Services in consultation with Deans and Directors of Professional Services. Proactively consider revisions to these budgets and regularly and routinely (monthly) forecast the year end outturn. Prepare monthly management accounts and present them to relevant stakeholders, highlighting key variances.

Monitor actual performance against revenue and capital budgets on a continuing basis, identifying variances for budget managers and holders and working with them to take appropriate action.

Undertake financial planning and analysis, anticipating changing patterns of income and costs - advising on remedial action where necessary for the Faculty/Professional Service.

3. Provide Financial Expertise

Provide on-going financial advice and support to Deans and Directors of Professional Services and other senior staff as appropriate. Attend Faculty and Professional Service meetings on a regular basis as required.

Work with other members of F & P to cascade financial guidance in a format that is appropriate for the user community (e.g. advice on FEC or TRAC etc). Act as a source of technical accounting expertise for other members of staff within Faculties/Professional Services.

To work with Faculties and Professional Services to undertake course costing and track, monitor and report live performance of the courses.

Provide advice and support for those generating business cases and option appraisals. Undertake the Finance review of Contract Authorisation Forms highlighting financial risk implications as appropriate.

4. Review of working practices

As part of general work ethic, to review on a continuing and ongoing basis the University's financial procedures and, where appropriate recommend changes to the Head of Financial Planning and Analysis and the Group Financial Controller.

Capture business requirements for new business intelligence from Faculties and Professional Services Directorates, involving experts from other Professional Services Teams where appropriate.

Make recommendations for improvements to the Team where appropriate including improvements to the technology, processes and team behaviours.

5. Other Items

Deputise for senior staff as and when required.

Participate periodically in the execution of BU wide projects as required.

To shadow business partners as appropriate to enable better understanding of relevant business areas.

To investigate and undertake secondment opportunities as appropriate and support others seconded to the team.

To provide oversight, coach and mentor other staff as appropriate.

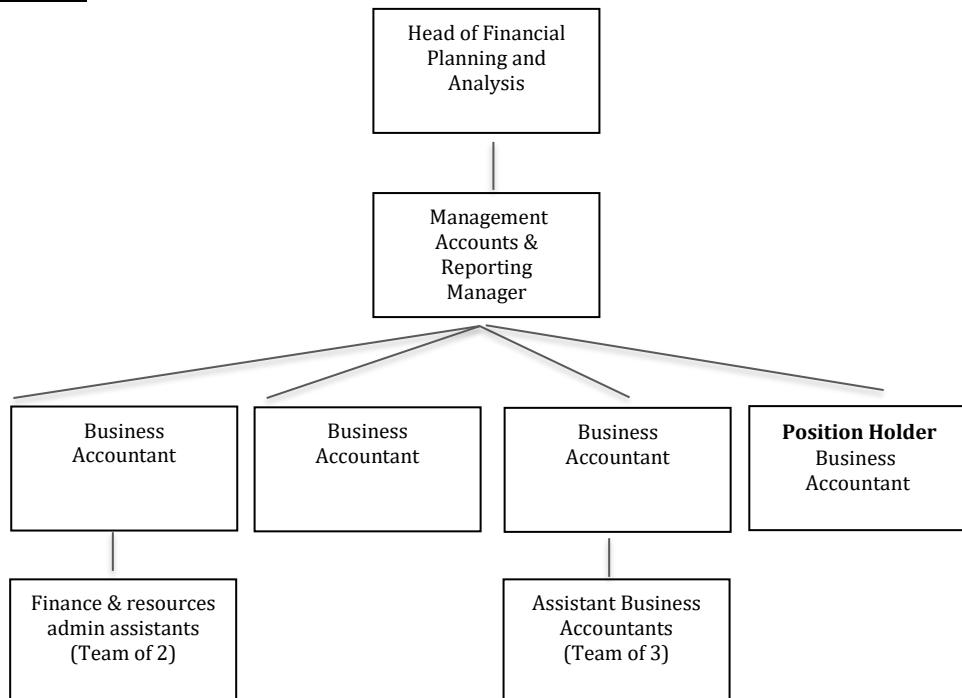
To foster an ethic of transparency in all aspects of work as appropriate.

Contacts

Internal: Members of ULT including the Vice Chancellor, Deans, Directors of Professional Services and the wider BA team.

External: Funding bodies/auditors/regulatory bodies

Organisation Chart



Challenges

Developing rigorous performance management to a level where it can be used to move forward strategic priorities.

Develop effective and seamless business partnerships with service users, and extend this model to the wider Business Accountants Team.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

December 2023



Person Specification

Position / Job Title: Business Accountant	Position No: FP / 0000039424
Faculty / Service: Finance and Procurement	Date: December 2023
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
CCAB professional qualification and evidence of continuing professional development	E
Significant experience preparing and monitoring budgets and involvement in strategic planning.	E
Significant experience preparing and analysing management accounts	E
Experience of HE	D
Experience of gathering business requirements (eg for new information)	E
Significant experience using and recommending improvements to computerised accounting systems	D
Experience of working in a business partnering role	E
Experience of reporting and presenting at senior management level	E
Experience of setting and measuring performance against agreed KPIs.	E
Skills	
Ability to use complex spreadsheets, databases and reporting systems	E
Highly developed interpersonal, negotiation and influencing skills required to influence a wide range of colleagues/stakeholders	E
Ability to present/communicate information clearly and accurately to large groups of senior staff	E
Good communicator, orally and for report writing	E
Ability to see the bigger picture and to question and look behind the numbers	E
Excellent numeracy skills	E
Project/change management experience and skills	D
Attributes	
Ability to work as part of a team and contribute effectively as a team player	E
Able to explain methodologies and implementation guidelines for key policies (such as FEC) to School staff.	E
Ability to work proactively and independently with excellent time management and prioritisation skills	E
Ability to liaise constructively and confidently with staff, including senior staff, helping them to achieve their financial targets	E
Ability to work flexibly under pressure	E
Demonstrable customer service-oriented approach	E
Excellent attention to detail	E