Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14356</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Management Accountant</td>
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<tr>
<td>Reports to:</td>
<td>Group Accountant</td>
</tr>
<tr>
<td>Salary:</td>
<td>£50,618 - £62,219 per annum (including discretionary points)</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>9</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Two year fixed term contract</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 Hours Per Week</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12 Noon Thursday 25 January 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>A full application form and a covering letter setting out how you meet the person specification.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two, including one from your most recent employer.</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Charlotte Boughton</td>
</tr>
</tbody>
</table>
2. Summary of duties

Main Purpose of the Post

As a client facing business partner to the External Engagement portfolio, this role provides professional financial service support and expertise to the business units across the External Engagement portfolio and, to the External Engagement Director as the University Planning and Resource Officer for External Engagement.

The post is part of a team in Finance that delivers high quality customer service, financial information, analysis and reporting to the External Engagement portfolio and fulfilling institutional reporting and financial requirements. Working most closely with the Heads of Units and senior managers with a financial remit across the portfolio, the role holder will exercise client focus in helping to establish, agree and support necessary financial management. The role will contribute expert financial and business advice on financial planning, resource distribution and performance review in line with External Engagement and University priorities. The post holder will support the units in exercising good financial practice and regulatory compliance. The post holder will support the units with financial planning and appraisal of their business lines, the development and assessment of business cases for new activity and bids for external funding liaising across Finance as necessary.

The post holder, working closely with the Group Accountant (External Engagement), will support the Director External Engagement in their role as Planning and Resource Officer helping the PRO to execute their portfolio and University level responsibilities.

Description of Duties of the Post

Note: this is a new role responding to increasing demands and activity levels particularly in international development bids and tenders, so duties are expected to vary, develop and evolve to be responsive to emerging needs and priorities. The post holder will be applied to activity and projects that demand more Finance resource to support and requires senior input, leadership and direction Therefore the duties will be varied and ad hoc those below are described at a high level only.

- Support the Group Accountant and the budget holders in the units across the External Engagement portfolio by providing professional financial expertise, contributing to the culture of effective financial management and accountability within the Units through provision of financial information, advice and guidance through appropriate analysis and recommendations.

- Support the Group Accountant and the External Engagement senior team to establish and agree their finance related business requirements and how those can be delivered most effectively. To assist the development of resource plans that are consistent with the portfolio's and University priorities, working within the institutional budget parameters and timetables.

- Provide financial management advice and assurance to the budget holder and devolved budget holders on financial sustainability and the effective use of resources made available to the Unit through review and monitoring of budgets and resource management processes.

- Influence the financial success of the Unit through provision of relevant financial planning information to meet portfolio and University requirements and to support decision making and performance review, including: the resource implications of changes in activity and methods of working with critical evaluation of financial implications of strategic proposals; provision of robust costings to inform decisions on income generating bids to external organisations including specialist advice on funding, tax and other issues; and scrutinising financial appraisals for development activity providing appropriate advice to the budget holder, senior team and other staff as appropriate.
Identify and provide solutions to management information requirements to ensure best information is provided to support decision making. This includes both the preparation of regular financial forecasts and commentaries and ad hoc business cases incorporating full understanding of the impact on wider University activities.

Be the point of contact between the portfolio and central Finance, ensuring all queries from the Unit on any financial matter are dealt with appropriately, and that both portfolio and University requirements are appropriately communicated and understood. Advise on compliance with the financial regulatory environment.

Lead a team responsible for maintaining the accuracy of information held on finance systems including the General Ledger. Ensure that all University financial deadlines are met and the Group Accountant is fully briefed.

Undertake formal staff responsibilities for designated Finance Division staff, to include day to day line management; coaching and staff development and appraisal.

Provide input and senior contribution to portfolio and Finance Division initiatives and working groups as required, providing support to cross portfolio projects.

Deputise for the Group Accountant (External Engagement) as necessary

Such other duties which may be allocated from time to time.
3. Person specification

<table>
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<tr>
<th>Requirements</th>
<th>(E = Essential/ D = Desirable)</th>
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### Education, qualifications and training

**Essential**
- Professionally qualified accountant
- Professional updating (CPD)

**Desirable**
- Graduate/Higher Degree

### Knowledge, work and other relevant experience

**Essential:**
- Experience of managing staff to achieve team and individual objectives
- Recent accounting experience demonstrating professional qualification level skills and knowledge
- Varied work experience across a wide range of duties including management accounting, financial planning, investment appraisal, and financial advice and guidance to operational budget holders
- Experience of analysing complex information from a variety of sources within very tight deadlines to identify key strategic and operational issues and make recommendations
- Experience of working with, and influencing, senior budget holders
- Negotiation skills and experience
- Familiarity with a major accounting package and standard office IT systems
- Excellent written and oral communication skills
- Proficient Excel user

**Desirable:**
- Experience of leading staff to achieve team and individual objectives
- Experience of delivering or managing significant change
- Experience of working in a large complex organisation
- Experience of developing and maintaining a commercial framework for range of partnerships and bids and tenders. International exposure and awareness of tax and regulatory implications of overseas activities.

### Personal abilities and qualities

**Essential:**
| LEADING OTHERS TO ACHIEVE RESULTS | • Ability to provide financial leadership through professional and personal authority, in an appropriate and supportive way for Finance colleagues and senior non-finance staff  
• Being available and approachable to staff at all levels with varied financial knowledge both within Finance and outside  
• Ability to use and judgement about formal and informal decision making structures to get things done  
• Ability to motivate and inspire staff to achieve results, not limited to direct report staff  
• Ability to set and monitor clear and challenging objectives for staff, with a clear sense of direction consistent with University vision  
• Ability to secure support for systems development and engage users in effective use of systems |
| STRATEGIC AND ANALYTICAL THINKING | • Ability to interpret and exercise judgement about complex information and policies  
• Able to analyse information from multiple sources to identify and communicate key strategic and operational issues  
• Ability to help deliver strategy through financial, systems and business thinking and assessment of longer term implications and consequences  
• Ability to identify the right level of granularity with detailed data to ensure value added outcomes in support of management action  
• Able to propose solutions and outcomes that are clear, practical and evidence based |
| PLANNING AND ORGANISING | • Identifying, gathering and analysing information from a wide range of sources to produce financial reports according to strict deadlines  
• Ability to take personal responsibility for achieving objectives and tasks by prioritising and managing own varied workload  
• Ability to manage a team of staff that delivers results to a high standard, with effective delegation to team members  
• Ability to identify and secure resources to enable results to be delivered to required schedules |
| INFLUENCING AND RELATIONSHIP BUILDING | • Ability to develop a strong client facing business partner relationship including effective stakeholder management  
• Able to build networks and working relationships with all categories of staff and external contacts  
• Challenging others in a constructive way to ensure that financial policies and procedures are followed and any proposals for external or internal funding are fully thought through  
• Ability to help non-finance staff balance local needs and priorities with wider Institutional ones  
• Ability to provide constructive challenge whilst sustaining good working relationships  
• Demonstrating a clear communication style to ensure clarity of key messages, ideas and facts  
• Using inter-personal skills to build rapport, inspiring trust and integrity.  
• Ability to adjust and flex leadership styles and communications approaches to fit the situation being addressed |
### DRIVING AND EMBRACING CHANGE

- Demonstrating willingness and a positive attitude to do things differently and take advantage of change to make improvements
- Demonstrating flexibility to adapt ways of working based on an understanding of client requirements
- Being an advocate and champion for appropriate change
- Ability to evaluate costs, relevant benefits and risks of change – demonstrating a pragmatic approach to these
- Making informed recommendations for improvement in processes and systems
- Ability to support / manage systems development projects which have implications for the Finance Division and business units

### STUDENT AND CUSTOMER FOCUS

- Working with others to develop an understanding of their needs, and how they can be met most effectively, whilst supporting the delivery of continuous service improvement
- Interpreting rules and regulations appropriately whilst being sensitive to circumstances and issues in Units supported
- Taking an active interest in news and developments in the University, through information gathering, networks and contacts
- Being aware of the Higher Education sector and the wider environment in relation to policy, financial and systems developments to appreciate the context of planning and decision taking in the University
- Ability to work with others to take into account implications for the University from a business perspective and to take into account University values and objectives

### 4. Role specific requirements e.g. Shift working

N/A

### 5. About the unit/department

The Finance Division provides accounting, procurement and commercial legal services to the University, helping to make best use of resources and fulfilling statutory responsibilities.

The Division has an open and supportive ethos.

The Finance Division is responsible for the overall running of the finances of The Open University under policies approved by Council on the recommendation of the University's Finance Committee. It operates under the Financial Regulations with which all units, staff and subsidiaries must comply. The Division is headed by the Finance Director, and organised into three sections:-

- Directorate
- Accounting Services
- Treasury Services

The Open University has a global budget of £420m.
ABOUT THE ACCOUNTING SERVICES TEAM

The section is responsible for providing accounting information and support to the University and its budget holders, for preparing the annual financial statements and for providing commercial legal services.

- Accountants and lawyers support a highly devolved budget holder structure
- Accountants have high profile contact outside the Division
- Accountants are involved in internal meetings of the units they support
- Accountants support institutional financial modelling, unit financial planning, budget setting, monitoring and reporting
- Accountants provide advice on VAT and other taxation matters in conjunction with the Taxation Manager
- Accountants manage the financial relationships with subsidiary companies
- Accountants and lawyers draft, review and negotiate contracts for services provided by the University

The Accounting Services Team is a dynamic, well motivated group who operate in a team-working environment combining professionalism with informality. Individual accountants enjoy considerable autonomy in doing their jobs, with significant personal responsibility and authority.

ABOUT THE TREASURY SERVICES TEAM

The University processes a large volume of financial transactions and the Treasury team seeks to achieve this accurately in a timely and cost-efficient manner. The team seeks to maximise working capital and invest available financial resources with financial institutions in a way that protects capital and generates a reasonable return. The Procurement Department procures goods and services in the most cost effective manner and where necessary in accordance with current EU Procurement Directives. The payroll department processes the University’s payroll for all full time staff, Associate Lecturers, most worldwide staff and subsidiary company staff. This department also administers travel and subsistence claims. The pensions team sit alongside the payroll team. Treasury Services also ensures compliance with VAT regulation and completes and submits VAT returns, and manages the University insurance.

The section also incorporates the OUSBA team who have direct contact with our Students relating to their loan arrangements.

The team comprises a range of committed staff providing an invaluable service to other staff and Units within the University and we take pride in providing a high quality service.

As an employer, the University offers a wide range of sporting and cultural facilities and activities, and both the University and the Division have active social programmes. The University also offers its employees the opportunity to study its courses free of charge (subject to certain conditions).

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact John Boyle, Group Accountant (j.d.boyle@open.ac.uk)

If you have any questions regarding the application process please contact Charlotte Boughton – c.a.boughton@open.ac.uk
7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>12 Noon Thursday 25 January 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Charlotte Boughton</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Address:</td>
<td>PO Box 77, Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6BT</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:Finance-Recruitment@open.ac.uk">Finance-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>John Boyle, Group Accountant</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>To be advised</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>To be advised</td>
</tr>
<tr>
<td>The selection process for this post will include:</td>
<td>To be advised</td>
</tr>
</tbody>
</table>

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates. Applications received after the closing date will not be accepted.