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>14516</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Management Accountant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Management Account</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,992 - £53,691 per annum (including discretionary points)</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>8</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Fixed term to December 2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12 Noon Thursday 15 March 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>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 most recent employer</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Charlotte Boughton</td>
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</tbody>
</table>
2. Summary of duties

Main Purpose of the Post
The Management Accountant is responsible for working in partnership with their Business Unit(s) to deliver high quality financial analysis and reporting. The role will require working closely with the Budget Holder to provide specialist financial and business advice on financial plans and to assess business appraisals for new activity and bids for external funding.

It is also expected that the post holder will contribute to systems development and other project related activity within and outside the Finance Division.

Description of Duties of the Post:

• Provide the Budget Holder with relevant financial planning information to support and influence decision making regarding the resource implications of changes in levels of service and methods of working. Influence the financial success of the Unit by ensuring the Budget Holder has robust costings to inform decisions on income generating bids from bodies awarding public funds and private sector purchasers of services. For such income generating activities provide specialist advice on funding and tax and other issues, working with other university companies and third parties as appropriate.

• Work with budget holders of financially complex units to advise and influence the unit planning process and annual budget setting, through preparation and interpretation of financial and related data.

• Continually look to develop the management information and tools provided to the Unit to support the preparation of regular financial forecasts and commentaries.

• Working in partnership with the Unit scrutinise the outcomes from financial appraisals of planned course development activity and provide appropriate advice to the budget holder.

• Provide advice and training, which may include preparation and delivery of formal courses, to budget holders and their delegates in best practice financial management techniques and use of financial systems in their area.

• Be the point of contact between the Unit and central Finance, dealing with queries from the Unit on any financial matter. Maintaining the accuracy of information held on finance systems including the General Ledger.

• Working in partnership with the Unit ensure budget, forecast and year end timetables are met and appropriate financial advice is given.

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

• The potential to represent the Finance Division on systems development or other strategic University projects.

For more information about The Open University visit our website at www.open.ac.uk
## 3. Person specification

### Requirements  (E = Essential/ D = Desirable)

#### Education, qualifications and training

**Essential**
- Professionally qualified CCAB/CIMA Accountant
- Professional updating (CPD)

**Desirable**
- Graduate

#### Knowledge, work and other relevant experience

**Essential:**
- Recent accounting experience demonstrating professional qualification level skills and knowledge
- Familiarity with major accounting package and office IT systems. Competent Excel (or similar spreadsheet) user
- Good written and oral communication skills

**Desirable:**
- Demonstrable accounting experience across a wide range of duties and mix of public and private sectors
- Management accounting and experience of working with budget holders
- Experience of working in a large complex organisation including the Open University
- Proficient Excel user
- Experience of systems development and implementation
- Negotiation skills and experience
- Experience of working on a project team, and supporting and advising on major financial decisions
### Personal abilities and qualities

#### Essential:

| DELIVERING RESULTS | • Ability to take personal responsibility for getting things done by prioritising and managing own varied workload and that of others  
|                     | • Gathering and analysing information from a wide range of sources to produce financial reports according to strict deadlines  
|                     | • Using formal and informal decision making structures to get things done  
| THINKING HOLISTICALLY | • Taking an active interest in what is happening in your Unit, The University, the Higher Education sector and the wider environment  
|                     | • Ability to work with Units, to take into account impact on the University from a business perspective and to take into account OU Values and objectives  
| STRATEGIC AND ANALYTICAL THINKING | • Ability to exercise judgement over the interpretation of often complex information and policies  
|                     | • Ability to analyse information, including information derived from internal and external systems and sources, and identify and communicate the key strategic and operational issues  
|                     | • Ability to help deliver strategy at Unit and Project level through financial and business input and thinking through the longer term implications and consequences  
| WORKING TOGETHER COLLABORATIVELY | • Building 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 have been fully thought through in terms of their impact on the OU  
|                     | • Working with other Accountants to resolve issues of mutual interest.  
| DRIVING AND EMBRACING CHANGE | • Display a willingness to do things differently and take advantage of change to make improvements  
|                     | • Ability to evaluate the costs and potential benefits of change  
|                     | • Making informed and assertive suggestions for improvement  
| DELIVERING CUSTOMER SATISFACTION | • Working with Units and Project Teams to develop an understanding of their needs in order to anticipate need and develop and deliver service  
|                     | • Interpreting rules and regulations flexibly to balance Unit, University and Finance needs  
| PROMOTING LEARNING AND DEVELOPMENT | • Making time to think about personal development.  
|                     | • Delegating to support staff where possible and encouraging people to review and learn from mistakes  
| LEADING OTHERS TO ACHIEVE RESULTS | • Ability to provide financial leadership and exercise personal authority  
|                     | • Being available and approachable to staff at all levels with varied financial knowledge  

#### Desirable:

- Experience of line management of staff

### 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 £450m.

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 Helen Watts on +44(0)1908 652757 or email: Helen.Watts@open.ac.uk

If you have any questions regarding the application process please contact Charlotte Boughton +44(0)1908 653853 or email: Finance-Recruitment@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 on Thursday 15 March 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>
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8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Helen Watts, Senior Management Accountant</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>Wednesday 21 March 2018</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>An appropriate test, further details to be provided to short-listed candidates.</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>Applications received after the closing date will not be accepted.</td>
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