

**JOB DESCRIPTION**

**Job Title:** Financial Planning and Reporting Accountant

**School:** Finance

**Grade:** G

**Campus:** Docklands

**Responsible to: Associate Director of Financial Management**

**Responsible for whom:** None

**Liaison with:** SchoolDeans and Directors of Services, Finance senior leadership team, other members of the Financial Management Team, budget holders, regulatory bodies, Strategic Development and Delivery

**ABOUT UEL:**

The University of East London has been pioneering futures since 1898: from the 2nd Industrial Revolution through to where we are now, the 4th. We are a careers-led university, dedicated to supporting our students to develop the skills, emotional intelligence and creativity needed to thrive in a constantly changing world.

Vision 2028 has been developed to transform our curriculum, pedagogy, research impact and partnerships to make a positive difference to student, graduate and community success. Our ambitious but achievable goal is to become the leading careers-focused, enterprising university in the UK, one which both prepares our students for the jobs of the future and provides the innovation to drive that future sustainably and inclusively.

**THE DEPARTMENT:**

The Financial Management team is responsible for:

* Monthly income and expenditure, reporting to both budget holders and the University Executive Board, and ultimately the Board of Governors and its committees.
* Advice, support and training for budget holders on managing their financial performance.
* Budgeting and forecasting the in-year income and expenditure and longer-term forecasts for regulatory purposes.
* Regulatory returns including the Annual Financial Return and liaison with regulatory and statutory bodies such as the Office for Students (OfS), Education and Skills Funding Agency (ESFA) and the Department for Education (DfE) where required.
* Commercial support for budget holders and the University Executive Board including costings for new courses and partnerships, wider business cases for new initiatives, advice on financial terms within agreements and contracts, and financial due diligence on current and prospective partners.
* Maintenance of processes and reporting structures and reports within finance systems relating to management reporting*.*

**JOB PURPOSE:**

This role contributes tothe delivery of the Financial Management team’s overarching responsibilities set out above. The role-holder will specifically be responsible for:

* Carrying out **complex forecasting and analysis**, to include forecasting tuition fee income and other income and expenditure to inform the Medium-Term Financial Strategy.
* Commercial analysis of new degree programmes and other proposed developments.
* **Co-ordinating and reconciling the University-level budget.**
* **Ensuring that monthly income and expenditure reports, budgets and forecasts, and returns, are timely, accurate and robust.**
* Ensuring that advice, reports and commentaries are accurate and give a clear view of issues, risks and required actions.
* Ensuring that regulatory returns and financial analysis / reviews are accurate, timely and robust and clearly communicate the correct message.
* Completion of the annual Transparent Approach to Costing (TRAC) return. Ensuring that relevant processes and systems are in place and working effectively so that the University is compliant with the published TRAC guidance.
* Working closely with Schools, the External Relations Directorate, Strategic Development and Delivery and others as required to ensure that the University has an appropriate pricing strategy in place.
* Supporting the Senior Finance Managers in analytical duties where required.
* Ensuring that systems and processes are used efficiently and effectively.
* Ensuring that staff resources are deployed effectively including agreeing objectives and priorities with the Associate Director of Financial Management, and co-ordinating with other members of the Financial Management team and the wider Finance team.

**MAIN DUTIES AND RESPONSIBILITIES:**

**Income and Expenditure (I&E) Reporting**

* Calculation of the tuition fee income budget and forecast. Working closely with Strategic Development and Delivery to ensure good communication and an effective approach.
* Deliver monthly management accounts on time which are accurate and add value. Liaise with budget holders and other teams across the University as required.
* Ensure that month end accounting aligns with year-end reporting.
* Highlight any ongoing concerns to the Associate Director of Financial Management and discuss required actions
* Ensure processes are in place to support accurate accounting for partnership arrangements.

**Advice, Support and Training**

* Ensure that budget holders and managers with cross-UEL financial responsibilities and their teams have adequate support and training to manage their financial performance, liaising where necessary with Finance Systems and others.
* Balance the use of effective self-service tools and templates with the provision of advice and analysis.

**Budgeting and Forecasting**

* Co-ordinate and reconcile the whole University budget and five-year forecast.
* Prepare and disseminate the timetables, processes and assumptions for annual budgeting and in-year forecasts to budget holders, Deans of Schools and Service Directors and managers with cross-UEL financial responsibilities.
* Support the budget setting process, working closely with budget holders, providing analysis and ensuring clear understanding of operational requirements.
* Make effective use of budgeting systems and tools to ensure robust and accurate budgets and forecasts.
* Produce any required commentaries, reports and analysis for the Associate Director of Financial Management and other senior Finance staff as required.

**Regulatory Returns**

* With the Associate Director of Financial Management, ensure that clear internal processes and deadlines are in place for regulatory returns including the OfS Annual Financial Return, TRAC Return, and DfE audit. Produce returns on time and ensure required internal approvals are in place. Support post-submission query processes.
* Support the production of regulatory returns owned outside of Finance but requiring financial input including HE-BCI, EMR, the Access and Participation Plan (APP) and APP Monitoring Return.
* Participate in sector forums to keep in touch with developments and best practice.

**Commercial Support**

* Maintain processes, templates and methodologies for evaluating new business proposals that are robust and effective.
* Agree timetables for delivery of financial inputs to new proposals and ad hoc analysis with stakeholders and resource appropriately, discussing any concerns about specific proposals and analysis with the Associate Director of Financial Management
* Provide bespoke advice to stakeholders for non-standard proposals and analysis, seeking advice from the Associate Director of Financial Management where necessary
* Act as a principal liaison point on commercial matters for teams including Academic & Employer Partnerships, Apprenticeships, the Academic Partnerships Oversight Group, Marketing and Legal.
* Monitor existing arrangements ensuring that they are reviewed regularly post-implementation, including through repeat partnership due diligences.

**Processes and Systems**

* Ensure that financial reporting structures are maintained to ensure robust reporting that facilitates financial accountability, value added analysis and efficient, compliant statutory and regulatory reporting, liaising with Finance Systems as appropriate.
* Support the effective working of the Agresso FIC reporting tool, Excelerator self-service and management reports and Planner budgeting module, and any similar tools, liaising with the Associate Director of Financial Management and Finance Systems as appropriate.
* Monitor all processes and systems used by the Financial Management team for effectiveness and efficiency and propose remedies for any deficiencies or suggest any improvements.

**Other**

* Keep abreast of HE sector developments including regulatory announcements and sector media.
* Contribute fully to the wider Financial Management team.
* Act as an ambassador for the wider Finance function. Build relationships with other teams across the University.
* Other duties as required.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* CCAB accounting qualification or CIMA qualified (C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Experience of management accounting, business partnering and financial budgeting and forecasting (A)
* Experience of working with complex datasets and producing useful analysis (A, I)

**Desirable criteria;**

* Experience in the higher education sector or other regulated not-for-profit or charity (A)

**PLANNING AND ORGANISING:**

**Essential criteria;**

* Ability to handle multiple deadlines and pressure (I)

**TEAMWORK AND MOTIVATION:**

**Essential criteria;**

* Experience in working as part of a team and coordinating effectively with other team members (A, I)

**COMMUNICATION:**

**Essential criteria;**

* Ability to communicate complex messages in a clear and concise way to a varied audience (A, I)

**LIAISON AND NETWORKING:**

**Essential criteria;**

* Experience in building and maintaining networks with department heads and directors outside of finance (A)
* Ability to negotiate with and influence peers (I)

**SERVICE DELIVERY:**

**Essential criteria;**

* Ability to see things from the customer’s perspective and deliver solutions accordingly (I)

**INITIATIVE AND PROBLEM SOLVING:**

**Essential criteria;**

* Experience in analysing complex problems with limited readily available data, attention to detail (A)

**SKILLS AND ABILITIES:**

**Essential criteria;**

* Ability to offer commercially sound advice on a strategic and practical level (I)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

T = Test