

Reference: R210051

Salary: Grade 6 £23,067 to £25,217 per annum

Contract Type: Continuing

Basis: Full Time (36.5 hours per week)

Closing Date: 23:59 GMT on 7 March 2021

Interview Date: w/c 15 March 2021 or w/c 22/3/21

Assistant Management Accountant

Candidate brief



Job description

Job Purpose:

As part of a professional team, supporting the provision of all aspects of financial services to the Schools, Central & Commercial Departments.

The role will involve monitoring of performance against budget, providing basic financial advice and the provision of appropriate timely management information.

Main Duties and Responsibilities

- ▶ The post-holder will support the monthly preparation and posting of accounting journals as required, to reflect the activity of the School and Central areas accurately throughout the year, e.g. salaries, prepayments etc.
- ▶ To update financial forecasts on Agresso on a monthly basis, assist in preparation of budgets and load these in to Agresso as required.
- ▶ Assist in the production of year end accounts analyses for School and central areas and assist in preparation of University statutory accounts as necessary.
- ▶ Create and review monthly financial reports prior to distribution to budget holders, in accordance with finance department timetables.
- ▶ Attend meetings and respond to queries from departments providing verbal or written response as necessary.
- ▶ To ensure that the Finance function meets the demands of its internal customers.
- ▶ Agresso chart of account maintenance including setting up, amending, closing and moving of project codes and cost centre codes
- ▶ To liaise with external funders to ensure that the University claims all income due and that it maximises income in relation to the contract conditions.
- ▶ To provide training to budget holders and assistants on Web-Agresso so that they are able to query their budgets on demand.
- ▶ Able to cover other team duties, such as raising invoices within School, Central areas, Conference Aston and Catering.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.

- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	To be studying towards a recognised professional accountancy qualification and/or have a relevant financial based degree	Application form
Experience	<p>Demonstrable experience in an assistant accounting position, servicing multiple clients.</p> <p>Demonstrable management accountancy, business planning and project costing</p> <p>Ability to apply your technical and practical experience as an accountant to enable customers and team members to develop awareness of the financial issues and from these operational issues that are faced.</p>	Application form and interview
Aptitude and skills	<p>Microsoft Office Suite e.g. Excel, Word, Outlook</p> <p>Significant level of Financial System experience e.g. AGRESSO, Coda, Sun etc.</p> <p>Experience in an organisation with complex structures and competing demands.</p> <p>An excellent communicator, able to establish rapport, confident and diplomatic communicator.</p> <p>Must be able to challenge positively.</p> <p>Can be trusted with sensitive information.</p> <p>Excellent management and organisational skills, ability to deal with competing demands from a range of customers.</p>	Application form and interview

	Desirable	Method of assessment
Experience	<p>HE Experience</p> <p>Worked within a finance team with multiple clients and activities, providing accounting and reporting solutions.</p>	Application form and interview

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Gurpal Rai

Job Title: Head of Management Accounting

Email: raig1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>



