# JOB DESCRIPTION

**SU Management Accountant Vacancy Ref:** Click here to enter text.

|  |  |
| --- | --- |
| **Job Title: Management Accountant** | **Present Grade:** 6 |
| **Department/College:** Lancaster University Students’ Union | |
| **Directly responsible to:** Head of Finance | |
| **Supervisory responsibility for:** Finance Co-ordinator, Accounts Assistant, ERS (occasionally) | |
| **Other contacts**  **Internal:** students’ union staff / officers, students, university staff,  **External:** Bank relationship, suppliers, auditors, customers, debtors, NUSSL and central billing | |
| **Purpose of the Role:** To support the preparation of financial information for departments and improving collaboration across the business in order to provide financial expertise and business partnering to the wider business**.** | |
| **Major Duties:**   1. Preparation of accurate accounting records of the Union and its trading subsidiaries (and in accordance with Financial Regulations) ready for month end close down. 2. Preparation of accurate, timely and clear management information of the Union and its trading operations. This will include the monthly management accounts and supporting analyses and schedules as required. To be able to communicate this information clearly to a ‘varied audience’. 3. Assist in the preparation of accurate and timely year-end statutory accounts and supporting information of the Union and its trading operations. This will include provision of information for audit purposes and for the year-end tax computation ‘packs’. 4. Ensuring the timely preparation/ review of balance sheet reconciliations e.g. bank, debtors, creditors and fixed assets. To maintain the intercompany accounts ensuring that all balances reconcile at month end. 5. Assisting in the production of the consolidated budget following consultation with and contributions from budget holders. To assist in budget reforecasts at agreed intervals. 6. Responsibility for the payroll of the Student Union Full Time Officers and the student staff (if applicable). This will include the timely and accurate payment of the payroll, payroll related payments to HMRC, preparation of YE returns for HMRC and acting as the main point of contact for payroll related queries for those staff groups mentioned. 7. Oversee the credit control process for both trading and Union accounts. 8. Oversee the treasury function; review all bank reconciliations, maintain mandates and monitor the cash position. 9. Preparation of the quarterly VAT returns and relevant reports. 10. Manager to the Finance Office staff. This will involve the supervision and monitoring of the Finance team ensuring that their work is completed accurately and within agreed timescales (delegating where necessary). To be responsible for the training/ coaching of the team, their performance management and maintaining positive relationships within the finance team and other departments. | |

1. To act as the main point of contact and to provide advice and support in relation to finance related issues (on a day to day operational basis). To provide technical knowledge in accounting principles to complement those of other team members.
2. Contribute to the Finance department operational plan and finance strategy.

# Students union policies and standards

1. Ensure a thorough understanding of the Unions Governance processes, and how they relate to the work of your department. Support the Head of Finance in ensuring the adherence and support of policies and procedures in your department.
2. Work to ensure that the Union is a safe, sustainable and fair organisation for our staff, students and others we engage with. This will include;
   1. Safeguarding. Ensure understanding of the Unions Safeguarding procedures, and how they impact on and apply to your area of work. Ensure vigilance and consistency in recognising and reporting safeguarding concerns.
   2. Data protection. Ensure that all data protection and information security policies and procedures are followed at all times.
   3. Health and Safety policy and procedures. Ensure a thorough understanding of all relevant Health and Safety requirements within your area of work, including appropriate contributions to Risk Assessments, and adherence to Manual Handling arrangements.
   4. Equality, Diversity and Inclusion. Understand, uphold and champion the Union’s commitments to

equality, diversity and inclusion in everything you do.

* 1. Sustainability policies and procedures. Understand, uphold and champion the Union’s policies and

commitments to sustainability.

# General responsibilities of Union staff.

1. As a member of Students’ Union staff, behave in such a way as to reflect the values and objectives of the Union, modelling these for all students as appropriate, and effectively representing the organisation at all times.
2. To undertake any other duties commensurate with the level and nature of the post and the goals of the

Students’ Union, and follow Union policy to support the achievement of its wider mission and goals.