Job Title: Management Accountant

Present Grade: 5

Department/College: Lancaster University Students’ Union

Directly responsible to: Financial Controller

Supervisory responsibility for: Accounts Assistants, Student Staff

Other contacts

Internal: students' union staff, 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 nations and improving collaboration across the business in order to provide financial expertise and business partnering to the wider business

Main Duties:

1. Preparation of monthly financial information ready for month end closedown

2. Production of monthly management reporting packs

3. Production of consolidated budget following consultation with and contributions from budget holders

4. Production of budget re-forecast at agreed intervals

5. Provide technical knowledge in accounting principles to complement those of other team members

Ensure month-end duties are completed in a timely and accurate manner.

7. Contribute to the finance department operational plan and finance strategy.

8. Responsible for the review of the monthly balance sheet reconciliations and annual audit files

9. Undertake all necessary duties and activities to deliver the role’s responsibilities, alerting the Finance Manager to any barriers encountered and contribute to the successful resolution of any issues

10. Build and maintain positive relationships within the finance team and other departments to ensure financial accuracy

11. Oversee the treasury function; review all bank reconciliations, maintain mandates and monitor the cash position

12. Maintain the intercompany accounts ensuring that all balances reconcile at month end
13. Preparation of the quarterly VAT returns and reports

Organisational responsibilities

14. Students’ Union policies and standards
   a. Reporting. To provide regular updates to the Line manager and any meetings, departments or groups identified and agreed.
   b. Work to ensure that the Union is a safe, sustainable and fair organisation for our staff, students and others we engage in. This will include:
      i. Safeguarding: Remaining up to date with safeguarding policies and procedures and that you remain vigilant and consistent in recognising and reporting safeguarding concerns
      ii. Data Protection: Ensuring that you follow all data protection and information security policies and procedures at all times
      iii. Health & Safety Policy and Procedures: Ensuring that you follow any health and safety policies and procedures within your area of work and you contribute to the improvement of the organisation’s approach to health and safety
      iv. Equality, Diversity and Inclusion: Demonstrating a clear understanding of and upholding the Union’s commitments to equality, diversity and inclusion in everything you do.
      v. Sustainability Policies and Procedures: understanding, upholding and championing the Union’s policies and commitments to sustainability

15. General responsibilities of Union staff. To undertake any other duties commensurate with the position and the goals of the Students’ Union, and follow Union policy to support the achievement of its wider mission and goals.