



Management Accountant

Applicant Information and Job Description and Person Specification

Summary

Aston Students' Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside much more.

Job Summary

Due to growth of the organisation and continued plans to enhance services to our beneficiaries and stakeholders, the Students' Union is offering an amazing opportunity for a part-time management accountant to join their existing finance team. The Finance department is responsible for all aspects of financial processing, monitoring and control, reporting, financial planning, ensuring statutory compliance, and supporting sustainability and growth of the business to deliver its strategic aims and objectives.

Principle Purpose of Job:	To provide accurate and timely financial reports and information, ensure accurate and timely preparation of financial statements for all SU services, conduct a variety of audit and accountancy tasks, and supporting the SU's Finance Functions.
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Work Location:	Aston University Campus: Aston Students' Union, B4 7BX
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Responsible to:	Head of Finance and Central Services
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Equality, Diversity and Inclusivity

Aston Students' Union is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.

Main Duties and Responsibilities:

- A. Assist in the preparation of annual budgets, business plans, monthly forecasts and maintain budgets on the finance system.
- B. Ensure month end procedures are completed by deadlines.
- C. Ensure accurate monthly management accounts and financial statements are prepared and sent to budget holders by the set deadlines.
- D. Review monthly accounts with budget holders and report on variances to budget and actual performance. Make any necessary adjustments and corrections as required.
- E. Assist in business partnering to departments and budget holders in achieving targets and value for money, and ensure financial procedures are being followed.
- F. Liaise with the external auditors during the annual audit and provide support in the preparation of working papers to ensure accuracy of the annual accounts and to meet with statutory compliance.
- G. Perform weekly balance sheet reconciliations and resolve queries as they arise.
- H. Prepare monthly journals for payroll, stock, depreciation charges, accruals, and prepayments.
- I. Assist with VAT and P/E Vat claims to HMRC.
- J. Prepare payroll information for the payroll department for processing, checking accuracy of the payroll reports before payments re remitted.
- K. Deal with payroll and pension enquiries and opt outs and refunds requested.
- L. Maintain the Fixed asset register.
- M. Produce weekly cashflows and manage treasury function
- N. Manage and monitor daily and weekly sales reports and closing stock reconciliations to sales/CoGS
- O. Provide cover for sickness and holidays in the department, which include sales and purchase ledger functions and running weekly bacs payments.
- P. Support the completion of any statutory and statical returns required.

- Q. Act as the lead on projects to improve and implement new systems and introduce financial controls to minimise risk and safeguard assets

General Responsibilities:

- A. Any other duties reasonably required by the Senior Management team.
- B. Attend any training and development as required to fulfil their responsibilities.
- C. Ensure that equal opportunities, diversity and data protection policies are adhered to in all activities.
- D. Ensure that day to day activities embrace sustainability through monitoring the social, economic, environmental and human rights impact of the Students' Union
- E. To reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting any electrical faults, water leakage or other environmental concerns to the facilities or line manager etc.

Standards

- A. The post holder will be expected to both professionally and personally, display a positive image of Aston SU.
- B. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
- C. To actively demonstrate commitment to equality, diversity and inclusion.
- D. The post holder will be expected to abide by the Union's various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

Person Specification

Essential:

- Fully Qualified in an accountancy qualification AAT, ACCA, ACA
- At least 2 years' experience working in the role of management accountant.
- A proficient user in MS Office with Advanced skills in excel including use of lookups and pivot tables.
- Experience of using computerised financial systems in a work-place setting.
- A "can do" positive attitude to challenges
- Naturally confident and an excellent communicator
- Be self-motivated, adaptable and possess a proactive and flexible approach to their work to ensure strict deadlines are met and
- The ability to think critically, research and problem solve.
- Commitment to self-development, training, and learning
- Attention to detail and strong time-management skills

Desirable:

- An understanding of student led organisations.
- Experience of using Advance One – Exchequer accountings systems

Applicant information

- Starting salary; **Grade 7, (£29,605), (pro rated to £17,763)**
- Job type: Permanent, part-time
- Hours: 21.9hrs per week
- Pension; 7.5% Employer Contribution
- Free NUS Totum Card.
- If you would like to clarify any information or have an informal chat about the role, please email s.hussain30@aston.ac.uk
- To apply, please send a CV and covering letter to our HR, Governance and Admin Coordinator, Shadab Hussain on s.hussain30@aston.ac.uk. The covering letter should detail how you meet the criteria required for the role.
- Application closing date: 12 noon Thursday 4th January 2023
- Interview Dates: Tuesday, 16th January 2024 and Wednesday 17th January 2024