

Finance Manager



ROLE DESCRIPTION

GRADE

Grade 5

LOCATION

Unit 3B, 3 Watt Place,
Hamilton International
Technology Park,
Blanyre, G72 0AG

LINE MANAGER

Head of Operations

ROLE SUMMARY


To contribute to the development of CSIC's financial and management accounting functions and to provide advice and technical support on budget, accounting, and project financial matters.

As well as preparing accurate timely financial and management account reports, the role owner shall be responsible for:

- Improving the impact, and understanding, of financial reporting on business performance
- Providing analysis and delivering insight that links financial reports to business strategies
- Improving procurement, sales, and accounts payable processes

It is essential that the role builds partnerships and maintains strong relationships with thematic programme leads, support heads and the senior leadership team.

You must be able to apply your analytical skills beyond the traditional functions of finance and to bring them to bear on a broad range of organisational issues. These issues must then be effectively brought to life

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for senior management teams and therefore the ability to listen, interpret, influence, negotiate, inspire and challenge are all vital to the role.

The role requires excellent project management skills as well as a creative thinking.

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

MAIN DUTIES AND RESPONSIBILITIES

Management Accounting

- Creation, development, and production of monthly, quarterly, and annual management accounts as appropriate.
- Preparation and presentation of financial reporting packs for CSIC's Board and other required forums including a clear commentary on performance.
- Oversee effective and robust month end processes, reconciliation of ledger transactions and quality assure and review the work of the team on standard financial tasks.
- Preparation of monthly journal entries, including accruals and prepayments, and year end journals to support the preparation of the CSIC's and the University's statutory reports.

Business Support

- Understanding of public procurement procedures and processes, and line manage the operations assistant to implement robust procurement processes and systems.
- Deliver timely, accurate and relevant management information in support of strategic and operational planning and decision making at all levels in the organisation, including transparent financial reporting and forecasting from project reporting and the financial database. (Agresso).
- Supports thematic teams with key financial tasks such as business case development, scenario planning and new funding opportunities.
- Answer routine financial enquiries from CSIC leadership team, funders, Edinburgh Napier, and wider team members.

Process Improvement

- Assist with implementation of finance/governance change projects including full project life cycle and delivery of necessary training to end users within finance and across CSIC
- Development of a full financial procedures manual and delivering training, process documentation and clear guidance.
- Assist with risk management and the implementation of new processes to mitigate.

Budgeting and Forecasting

- Production, control and review of accurate monthly, quarterly, and annual budgets and forecasts with the ultimate aim of achieving these budgets.
- Lead on budget variance and re-forecasting analysis.
- Support thematic teams to develop robust, evidenced based budgets in a timely manner that are underpinned by clear and reasonable assumptions.

Communication

- Promote and build effective co-operation and relationships with CSIC team, Professional Services Department at Edinburgh Napier, and external partners.
- Challenge and perform appropriate diligence on financial data and take full responsibility for its accuracy and highlight risks and uncertainties as appropriate.

- Development of a responsive, accurate and consistent service to agreed deadlines both internally and externally, ensuring all internal and external reporting is timely and is conducted to the highest professional standards.

Personal Development

- Pro-active in ensuring continuing professional development to support all requirements of role
- Ensure strong knowledge of relevant systems including Agresso and best practice.
- Design and implementation of improved financial controls and processes including appropriate reviews and checklists.

In addition

- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION / QUALIFICATIONS		
• Educated to degree level in a finance or accounting degree	✓	
• Part Qualified Accountant (with evidence of actively studying and near completion)	✓	
• CCAB Qualified Accountant		✓
• Evidence of ongoing career related CPD		✓
SKILLS / EXPERIENCE		
• Strong technical skills in relation to accounts preparation, budget management and current accounting regulation	✓	
• Knowledge and experience of using accounting systems and accountancy software	✓	
• Be able to demonstrate a strong detailed knowledge and understanding of management accounts preparation and journal preparation and processing	✓	
• Excellent communication and interpersonal skills with confidence in communicating at all levels, orally and in writing	✓	
• Experience of managing and delivering financial project objectives	✓	
• High level of numeracy and analytical skills	✓	
• Excellent communication and presentation skills	✓	
• Experience of working knowledge of the Microsoft suite with advanced capabilities in Microsoft Excel	✓	
• Trustworthy and reliable	✓	
• Experience or detailed understanding of public procurement processes, frameworks, and guidance		✓
• Experience of Agresso finance system		✓