



# Management Accountant

At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students.

Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

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## Job description

### Position details

**Job title:**

Management Accountant

**Grade:**

H

**Department:**

Finance

**Line Manager Job Title:**

Head of Group  
Accounting

### Job purpose

Reporting to the Head of Group Accounting, the Management Accountant maintains complete and accurate financial data for the University and any relevant group entity, as recorded in the general ledger.

The Management Accountant manages the administration and ownership of the University's preferred travel management company.

The Management Accountant administers and oversees the corporate credit card scheme.

**The Regent's Way** is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



We strive for excellence  
We don't fear failure; we learn from it  
We challenge ourselves



We're better together  
We create synergy when we collaborate  
We celebrate our successes



About people, cultures, ideas  
We're inclusive and welcoming of new perspectives  
We encourage learning and growth

## Main responsibilities

- 1 Take a lead role in the timely (WD5) preparation of the monthly management accounts including preparation of prepayments and accruals schedules. Maintain a monthly accounts timetable that ensures that monthly and annual accounts reports can be produced on a timely basis.
- 2 Maintain the general ledgers, for the University and any relevant group entity. This covers the processing of journals, ensuring integrity of the purchase ledger and journal data, and provision of accurate data and reporting in a timely manner.
- 3 Ensure timely reconciliations of all control accounts (bank, fixed assets, intercompany, payroll) and maintain and develop procedures to minimise the risk of unauthorised transactions being processed.
- 4 Record fixed assets at the month end updating the register to keep an accurate record of all fixed assets. Reconcile the month end and year end fixed asset position. Produce capital expenditure analysis at month end and support Head of FP&A for capex meetings with budget holders.
- 5 Undertake finance review of all POs raised to ensure they are appropriate and have been correctly coded.
- 6 Posting of internal and inter-company charges to SUN accounts system and reconciling inter-company balances.
- 7 Prepare the VAT return including annual exemption calculation for review by the Head of Group Accounting.
- 8 Assist in preparing the annual financial statements for the statutory accounts and provide support for the external audit.
- 9 Provide support for the internal audit of core financial systems as well as overseeing implementation of agreed recommendations.
- 10 Ensure compliance with the University financial regulations - including ensuring that all expenditure is properly authorised. Assist with maintaining the University's Financial Procedures Manual.
- 11 Administration and oversight of the University's preferred travel management company. Maintain and update University Expenses and Overseas travel policy.
- 12 Administration of the corporate card scheme, maintenance of users, levels and limits and online access.
- 13 Prepare and submit the periodic returns to the Office for National Statistics and other statutory bodies.

- 14** Assist the Head of Group Accounting in the preparation of the Corporation Tax returns.
- 15** Assist the Head of Group Accounting in providing administrator support for SUN and ProActis and ensuring all relevant updates are done.
- 16** Barclays.net administrator including maintenance of users and authoriser of payments, ensuring all payments are in line with policy and correctly authorised.
- 17** Carry out any ad hoc assignments as requested for the Head of Group Accounting.
- 18** Contribute to building a vibrant campus community by taking real accountability, collaborating with colleagues across the university and constantly adding value. Foster an inclusive, sustainable and safe environment for all through our EDI, Health and Safety and B-Corp initiatives and policies.
- 19** To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

# Person specification

## 1. Position details

<b>Job title: Management Accountant</b>
<b>Grade: H</b>
<b>Department: Finance</b>
<b>Line manager job title: Head of Group Accounting</b>

## 2. Person requirements

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
<b>Qualifications &amp; training</b>		
Qualified or Part-qualified CCAB accountant with appropriate experience	E	
At least 3-years' experience of working in a corporate accounting role	E	
<b>Experience</b>		
Experience in maintaining and developing finance systems		D
Experience of working on SUN accounting system		D
Experience of payroll – posting output and month end reconciliations		D
Experience of Proactis P2P system or equivalent		D
Experience of producing financial statements in accordance with UK GAAP and IFRS		D
<b>Knowledge, skills &amp; competencies</b>		
High degree of communication skills, particularly attuned to working well with non-finance professionals, and the ability to negotiate with staff at all levels (both written and verbal)	E	
First-hand experience of maintaining the accounting records for which the post is specifically responsible - general ledger, cash book and purchase ledger as well as a good understanding of sales ledger	E	
A background of working in fast moving environments providing accurate and timely information to a high standard	E	
A working knowledge of Microsoft, Excel and Word.	E	
An understanding of VAT legislation and its application to a higher education institution with some taxable supplies	E	
An understanding of Corporation Tax and its application to a higher education institution		D
<b>General attributes &amp; personal qualities</b>		
The ability to work to tight deadlines	E	

Excellent relationship management skills	E	
Professional and diplomatic approach to all customers	E	

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