



Job Pack

Management

Accountant

Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for the role of Management Accountant at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Securing a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [Impact Report 2023](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

John Dubber
Chief Executive



About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 90 career staff and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

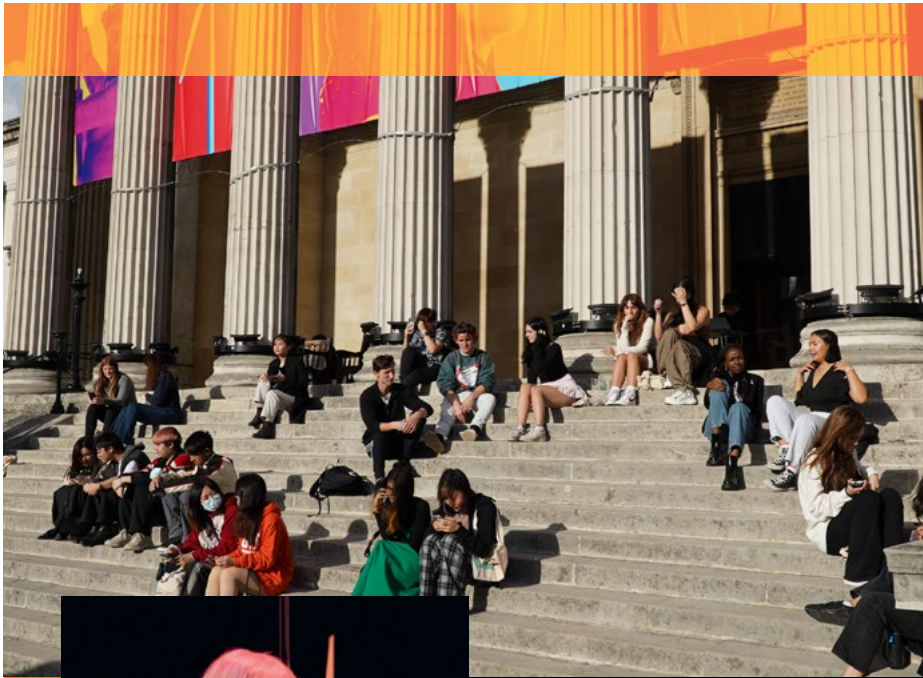
Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, with over 350 clubs and societies – with 20,000 members – including all sport, music and performing arts provision at UCL.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Six cafés, four bars, one merchandise shop, a gym, and two convenience stores.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.



Job Description

Job Title: **Management Accountant**

Department: **Finance**

Reports to: **Head of Finance**

Grade: **8 (£51,474 - £60,521)**

Purpose of the Job

The Management Accountant will be integral in providing a modern and accessible finance service whilst leading the Union's financial management and performance. The Management Accounts will assist with planning and delivering the financial reporting, budgeting, and statutory accounts. The Management Accountant is vital in building excellent relationships with non-finance colleagues and other stakeholders, including departmental and commercial managers. The Management Accountant must understand where system improvements are needed and have the skill and attitude to make change happen. The post holder will manage and work closely with the transactional team, to deliver operational elements of the role. This role will deputise to the Head of Finance when required.

We are seeking a CCAB-qualified accountant with excellent interpersonal skills. An advanced knowledge of Excel and good all-around knowledge of other Microsoft Office software is essential. Previous experience assisting with statutory accounts, budgets, and forecasts is required. Proven aptitude for teamwork and excellent oral and written communication skills with financial and non-financial colleagues are essential. A calm and organised approach to managing work is vital in a varied and busy environment.

Duties and Responsibilities

Systems and Processes

- Your role is crucial in training the team on the current finance system (Exchequer) system functionality. Your guidance ensures that processes are undertaken efficiently, maximizing the system's capabilities, and contributing significantly to our company's operations. Play a pivotal role in supporting procedures in relation to systems projects, particularly the implementation of new finance software and the related harmonizing of the point of sale and banking systems within commercial operations.
- Manage the compilation and reporting of sustainability data and performance against KPI, specifically, but not limited to, monitoring supplier tier 3 emissions and ethical practices as informed by the SU's sustainability strategy.

Reconciliations

- Oversee and authorize all monthly and year end reconciliations on all key control and bank accounts, carried out by the team and assist in variance investigations. Prepare adjustments to general ledger accounts and report these to the Head of Finance.
- Follow up on systematic errors with the finance team to prompt a change in procedure to ensure effective and efficient reconciliations.
- Undertake any balance sheet reconciliations as required which are not part of other staff's remit.

Month/Year End Accounts

- Advise on template amendments and review any work carried out on the month-end management accounts completed by the transactional team. Review and reconcile figures in the management accounts to the financial ledger and highlight variances and issues in commentary for discussion with the Head of Finance.
- Assist the finance team in ensuring that all data on the finance system is complete and correct in accordance with the month-end timetable.
- Our monthly meetings with the departmental managers are a collaborative effort to discuss performance and variances. Your insights and contributions are highly valued and significant in our financial management process. With the relevant team members, prepare and submit reconciling year-end schedules for all key balances.
- Assist with preparing the SOFA and notes to the statutory account schedules for the auditors, assist the Head of Finance in audit work, and liaison with the auditors.

Financial Support of Commercial Operations

- Oversee the collation and loading of sales and stock data to the finance system.
- Along with the Sales and Reporting Manager, liaise with managers from the commercial operations to address financial control and reporting issues including advice on development and usage of point-of-sale systems.
- Assist with developing performance reporting for the Commercial Review meetings, advise on profitability, and make recommendations to help improve performance.
- Work with the team to resolve variances in the sales to banking reconciliations, implementing changes to processes, and requesting additional information from both the commercial operations and financial service providers.

Financial Support of Commercial Operations

- Oversee the recording of process maps for key tasks undertaken within the Students' Union Finance team, ensuring regular controls on financial activity are adequate and functioning effectively.
- Provide clear and timely ad hoc analysis and analytical review, which senior colleagues may require to support key strategic goals.
- Assist with finance training for new and existing administrative and non-finance staff in the Departments as required or requested by the Director of Finance and Head of Finance.
- As a key team member, you may be required to deputise for the Head of Finance and carry out other duties within the scope, spirit, and purpose of the job, as assigned by the Head of Finance. In carrying out the above duties, the post holder is expected to:
 - Adhere to UCL Students Union's policies, including Financial Regulations and 'Equal Opportunities'.
 - Participate in staff meetings and training as required.
 - Maintain an awareness and observation of Fire and Health & Safety Regulations.
 - Work in a resource efficient way and actively support the Union's Sustainability policies and objectives within the remit of their role.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

	Essential	Desirable
Experience and Knowledge		
Educated to degree level or equivalent, or relevant experience	X	
Fully or part qualified (CCAB) accountant	X	
Excellent IT skills including advanced knowledge of excel and a good all-round knowledge of Microsoft Office software	X	
Knowledge of Exchequer accounting system		X
Excellent data analysis and reconciliation skills	X	
Good knowledge of financial accounting	X	
Strong organisational skills and the ability to prioritise in varied and busy environment	X	
High level oral and written communication skills	X	
Strong interpersonal skills	X	
Skills/Ability		
Experience of reconciliation and data analysis	X	
Experience of supervising staff		X
Experience of delivering financial analysis and of working and delivering reports to senior and non-finance staff	X	
Experience of preparing budgets, forecasts, regular management reporting and KPIs within a large organisation	X	
Experience of working in not-for-profit sector		X
Working collaboratively with Team members and other Teams	X	
Personal Attributes and Aptitudes		
Willingness and ability to work collaboratively within a team	X	
A disciplined but flexible approach to work, whilst adhering to deadlines	X	
Displays a professional attitude towards colleagues, students, and others	X	
Demonstrates initiative and the ability to use judgement when appropriate	X	
Commitment to the Union and UCL's policy of equal opportunity	X	

Our Vision

An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

Our Strategic Themes

Our Vision and Mission will be achieved through delivering four strategic themes:

Effective Influence

Amazing Experience

Vibrant & Inclusive Community

Excellent Union

Read our current strategic plan at studentsunionucl.org/about-us.

Our Values

Community Building

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



Salary and Benefits

The salary range is £51,474 - £60,521 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: ucl.ac.uk/human-resources/working-ucl.

If you have any queries or would like to have a discussion about the role please contact:
Dorota Dominiczak, Head of Finance, at d.dominiczak@ucl.ac.uk.





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