

Job Description and Person Specification

Last updated:

JOB DESCRIPTION

Post title:	Costing & Pricing Accountant		
Academic Unit/Service:	Finance, Planning and Analytics		
Faculty:	Professional Services		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	Senior Accountant for Costing and Pricing		
Posts responsible for:	n/a		
Post base:	Office-based (see job hazard analysis)		

Job purpose
As part of the central Financial Planning Team, providing financial advice and guidance on financial sustainability to all areas of the University.
To be responsible for the annual Activity Based Costing (TRAC) return and to be involved in and advise on forward- planning tasks and decision making across the University.

Key accountabilities/primary responsibilities	% Time
1. To operate the annual reporting TRAC (Transparent Approach to Costing) model which is required to be submitted to the Office for Students (OfS) in January, including detailed and complex interrogation of MS Access database, interpreting results to ensure correct application of formulae and liaising with colleagues across the University to allocate key areas of University activity in line with external guidelines.	25%
2. To use specialist knowledge to contribute towards University wide and Faculty specific initiatives and projects, aimed at improving efficiency and financial sustainability and promoting Full Economic Costings and Pricing strategies. This will include financial appraisal of new activities.	20%
3. To collate, interrogate and manipulate large datasets in Excel in order to prepare the annual cost driver data.	10%
4. Maintaining auditable documentation on all TRAC processes and gaining up-to-date knowledge of TRAC regulations and developments. Ongoing maintenance of database model to ensure compliance and to create process efficiencies.	10%

Key accountabilities/primary responsibilities		% Time
5.	To perform detailed analysis, manipulation and interpretation of specialised costing data to create reports and useable data, to highlight and prioritise issues.	15%
6.	To be the main point of contact for the Academic and Technical Time Allocation Survey, which feed into the costing process; this involves selecting staff for survey, preparing documentation, liaising with and presenting to Faculties, ensuring returns are back by the due date. Analysing the returns along with advising colleagues on the surveys purpose and rules.	10%
7.	To provide briefing reports and graphical presentation of information to provide clarity on areas of the Universities economy as requested; preparing reports for University forums and feeding into the annual business planning process.	5%
8.	Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
<p>The post holder will be expected to act as part of a team with the other members of the Financial Planning Team. Members will assist each other with their roles as necessary.</p> <p>Faculties/Professional Services - The nature of the post holder's tasks will require frequent communication with Faculty/Professional Services based staff.</p> <p>Executive Director of Finance, Director of Finance for Finance Operations and Head of Financial Planning-communications around costing updates and model progress, and the carrying out of various ad-hoc tasks as required.</p>

Special Requirements

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Professionally qualified accountant with membership of relevant professional body – CCAB or CIMA.</p> <p>Ability to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.</p> <p>Experience of the provision of complex financial expertise and advice to senior management teams.</p> <p>Experience in producing graphic and visual aids.</p>	<p>Relevant degree (or equivalent qualification or experience).</p> <p>Experience of working with large datasets.</p> <p>Experience of financial planning and reporting within a complex organisation.</p>	<p>Certificates</p> <p>Experience via application and interview</p>
Planning and organising	<p>Able to plan and prioritise a range of standard and non-standard work activities.</p> <p>Able to lead and contribute to a wide range of projects ensuring that agreed outcomes are successfully delivered.</p> <p>Methodical, accurate and logical approach to tasks.</p>	<p>Experience of successful project management.</p>	
Problem solving and initiative	<p>Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods.</p>		
Management and teamwork	<p>Able to proactively work with colleagues in other work areas to achieve outcomes.</p> <p>Able to positively influence the way a team works together.</p> <p>Ability to work effectively and efficiently as part of a team and under own initiative</p>		
Communicating and influencing	<p>Ability to communicate well, both written and verbally, with a wide range of people in a style appropriate to the task.</p> <p>Able to offer proactive advice and guidance.</p> <p>Ability to deal with sensitive information in a confidential manner.</p>	<p>Ability to offer proactive financial advice and guidance to non-finance professionals in an understandable way.</p>	
Other skills and behaviours	<p>Highly competent user of Microsoft Excel.</p> <p>Excellent working knowledge of accounting systems</p> <p>Ability to make effective use of standard office computer systems including MS-Office applications.</p>	<p>Experience of creating and/or interrogating database systems would be advantageous</p>	

Special requirements			
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JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			