

**Post Title:**

Management Accountant

**Responsible to:**

Taina Nicolicin, Director of People and Finance

**Location:**

Remote and at the OU Association  
Walton Hall  
Milton Keynes  
MK6 6BE

**Hours of Work:**

37h per week - can be arranged in line with our flexible working approach and to suit the needs of the organisation.

**Salary:**

£38,249 - £40,497

**Duration of post:**

Permanent

**Where we are now:**

The OU Students Association is a great employer. It is a progressive, compassionate, caring, and enjoyable place to work. We have talented and motivated people, a fantastic culture, and a united sense of direction. Staff feel very positive about their colleagues, and the supportive and caring organisation we have created. They are proud to be supporting students and to work on issues that really make a difference.

**Where we are going:**

Whether it's sexuality, gender, or any part of identity, we want staff to be able to bring their 'whole selves' to work and live authentically. We want to embrace the ever-changing nature of supporting students, whilst also helping staff keep a work life balance. We want to embrace technology and flexibility whilst also maintaining high quality outcomes. We want to be an employer of choice, somewhere people admire, respect, and want to work for.

## About the Role

### Management Accountant – Role Profile

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#### Main duties and responsibility

**Core duties of all Grade 6 positions:**

- Accountable and responsible for delivery of aspects of team business plan.
- Support SLT representatives and/or other volunteers as required, often taking on a coaching role to support students.
- Able to research and collaborate on paper submissions or reports to the Board of Trustees/SLT as required.
- Takes a lead in planning, implementation and evaluation of team projects and work.
- Able to use initiative within work to ensure quality and continuous improvement.
- Supports recruitment of Grade 5/6 positions where relevant.
- Responsible for project/workstream budgets where delegation has been authorised.
- Able to prepare and deliver presentations and volunteer training where necessary.
- Able to work autonomously on projects, events and workstreams within their area of responsibility.
- Support and contribute to a culture of openness, inclusion and ambition.

## About the Role

### Management Accountant – Role profile

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#### Key role focus:

#### Financial Management & Reporting

- Maintain the accuracy of financial records, ensuring robust reconciliation processes to uphold financial integrity
- Ensure compliance with UK accounting standards, charity finance regulations, and tax obligations, including partial VAT exemptions.
- Prepare and present monthly management accounts, ensuring accuracy and timely reporting to leadership and budget holders.
- Prepare forecasts and carry out financial modelling, as required, to support sound decision making.
- Lead on payroll reconciliations, VAT returns, and fixed asset management.
- Lead month-end and year-end processes, including journal preparation, approval, and reconciliation of key balance sheet accounts to maintain financial integrity.
- Manage the organisation's bank accounts and treasury deposits, ensuring effective cash flow management, bank reconciliations, and oversight of investments.
- Oversee the contracts register, ensuring financial commitments are properly recorded, monitored, and aligned with budgetary constraints.
- Manage financial systems, including Xero and Cognito Forms, ensuring data accuracy, user access management, and system security.

## About the Role

### Management Accountant – Role profile

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- Develop financial policies, procedures, and controls to enhance transparency and risk management.
- Optimise financial processes through technology, automation, and system improvements.
- Support with reporting to key external stakeholders, including the Board of Trustees, students and regulatory bodies.

#### Budgeting & Financial Planning

- Work closely with budget holders to enhance financial understanding and ensure sound financial management across departments.
- Develop and deliver financial training to improve financial literacy among non-finance managers.
- Identify areas for process improvement to enhance financial efficiency and reporting.

#### Stakeholder Engagement & Collaboration

- Foster strong working relationships with key stakeholders, including external auditors, HMRC, and the wider Students' Union and charity sector.
- Lead on financial impact reporting, using technology and data to measure performance and inform service improvements.
- Act as the lead financial liaison for audit coordination, ensuring smooth planning, execution, and compliance.
- Provide oversight of commercial activities, ensuring alignment with strategic objectives and charitable status.

## About the Role

### Management Accountant – Role profile

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#### Leadership & Team Development

- Provide leadership and support to the finance team, ensuring effective
- Promote a collaborative and supportive working environment, encouraging cross-functional teamwork.
- Chair meetings where necessary, including staff team meetings

#### Governance, Risk & Compliance

- Ensure robust financial controls are in place and adhered to across the organisation.
- Oversee compliance with health, safety, ethical, and environmental policies within the finance team.
- Maintain adherence to all internal policies and external regulatory requirements.

Essential	Desirable
<b>Education, qualifications and training</b>	
Relevant professional qualification (e.g. AAT, ACCA, CIMA) or equivalent experience demonstrating expertise in financial management.	Part qualified CCAB accountant.
Proven track record of working in a finance role with significant responsibility.	Experience in managing financial processes, reporting, and budgeting in a complex organisation.
<b>Knowledge, capabilities and experience</b>	
Experience managing a finance function.	Experience of working in a student led organisation and/or working with a Board of Trustees of a Charity.
Ability to produce clear, accurate, and timely financial reports to support decision-making and communicating them to a variety of audiences.	
Technical expertise in accounting, particularly in handling month-end and year-end financial adjustments.	Experience or knowledge of fund accounting, particularly in relation to registered charities.
In-depth knowledge of UK accounting legislation, including financial reporting standards and VAT.	An excellent understanding of charity governance and regulations (including but not limited to the Charity SORP)
Experience of designing and delivering finance training and resources for non-finance managers.	
A tech-savvy approach to finance, with enthusiasm for using digital tools to enhance efficiency and data-driven decision-making.	Proficiency in using Xero financial system and advanced Excel skills.
Proven ability to build and maintain effective relationships with internal and external stakeholders.	
Excellent problem-solving skills and ability to communicate complex financial information clearly.	
High degree of emotional intelligence, who exercises good judgement, sensitivity, tact and diplomacy.	