



## **Management Accountant - Keyworth, Nottingham**

The British Geological Survey, part of the Natural Environment Research Council, is the UK's premier geoscience strategic mapping and research organisation. An exciting opportunity has arisen for a motivated, well-organised individual to work within the Survey, providing a comprehensive service to circa 750 staff on a number of sites. The Survey is commencing a period of organisational change and in addition the HR and Finance function will be transferring its transactional processes to a shared service centre and moving to a business partner model. We are looking for an individual who will understand how to support the organisational changes whilst helping develop and implement the new model. Supporting the Head of Finance, you will be responsible for delivering a complete consultancy role to the business within your specialism.

### **Management Accountant**

You will deliver effective financial support to an identified area of BGS science management; this will include developing systems and models to meet the practices of the new Shared Services Centre (SSC), whilst being responsible for the delivery of specialist financial support for BGS/NERC management. You will work collaboratively with the rest of the NERC finance team to ensure a consistent and holistic approach to the delivery of the NERC finance function and provide partnership in shaping and developing financial strategy to help achieve NERC's Next Generation Science for Planet Earth

You should be a qualified CCAB accountant with previous experience in a broad management role and have relevant experience demonstrating management ability and success within a finance environment, backed by evidence of significant appropriate specialist knowledge.

Interviews will be held on Monday 26 April 2010.

### **Salary and Conditions:**

Starting salary will be £30,710 per annum rising to £37,120 per annum after four years service. Working hours will be 37 per week excluding lunch breaks. A generous benefits package is also offered, including a company pension scheme, childcare allowance, 30 days annual leave plus 10.5 days public and privilege holidays.

[Download an application form](#) or contact HR (Recruitment), British Geological Survey, Keyworth, Nottingham, NG12 5GG. (Tel: 0115 936 3209). Further details can also be obtained by accessing our web page at [www.bgs.ac.uk](http://www.bgs.ac.uk). Applications must be returned by 26 March 2010. Please quote reference numbers: SEO/BOS/KW/10/01, when applying for an application form.



**British  
Geological Survey**  
NATURAL ENVIRONMENT RESEARCH COUNCIL



Applied geoscience for our  
changing Earth

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an Investors in People organisation. There is a guaranteed Interview Scheme for suitable candidates with disabilities.

## **NATURAL ENVIRONMENT RESEARCH COUNCIL**



## Management Accountant

**Grade** Band 5

**Responsible to:** Head of Finance

**Responsible for:** Assistant Accountants and Finance officers in their team.

### Main Functions of the Job

1. To deliver effective financial support to an identified area of BGS science management; this will include developing systems and models to meet the practices of the new Shared Services Centre (SSC).
2. To be responsible for the delivery of specialist financial support for BGS/NERC management.
3. To work collaboratively with the rest of the NERC finance team to ensure a consistent and holistic approach to the delivery of the NERC finance function
4. To provide partnership with the NERC organisation, shaping and developing financial strategy to help achieve NERC's Next Generation Science for Planet Earth

### Main Tasks:

1. Responsible for the financial management, advice and support to a group of managers based on a split of science and infrastructure areas. Application of professional knowledge to provide analysis for financial reporting and development of models to enable decision support. Responsible for managing the financial planning, forecasting and consolidation of reporting in these areas
2. Development of business systems including interfaces and links to the new SSC. In particular, maintenance and development of systems which work outside of the SSC finance system.
3. To provide a framework of financial policies, costing models and interpretation of guidelines to enable all relevant staff to undertake financial activities. This will include developing knowledge in their particular area to ensure appropriate systems are in place to capture relevant information for grant purposes/ customer requirements. May also involve dissemination of this knowledge to other staff through relevant training e.g. European grants.
4. Responsible for the financial support to a specific areas of BGS business activity including internal services, cash/credit card operations, overall financial reporting development and capital planning.



5. Responsible for all aspects of staff management and development and work planning and allocation for their team
6. Will deputise for the Head of Finance and may more widely within the NERC finance team
7. May provide specialist support and knowledge to NERC colleagues in a key policy or knowledge area
8. Involvement in Cross- NERC projects or working groups and NERC finance training

#### **Links with groups, customers etc**

1. Will work as part of a wider NERC finance team and expected to lead or participate in training events and cross team working as appropriate
2. Will be expected to be involved in negotiation with customers and resolution of disputes as appropriate
3. Required to travel regularly overnight to other sites



<b>Person Specification – Management Accountant</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications/Knowledge:	<ul style="list-style-type: none"> <li>• Qualified CCAB accountant with significant previous experience in a broad management role including successful outcomes</li> </ul>	
Work Related Experience:	<ul style="list-style-type: none"> <li>• Experience of working within a complex financial environment</li> <li>• Experience of working at a high level with a computerised finance systems</li> <li>• Capable of generating new ideas at a high level for the development of new business systems and reporting</li> <li>• Proven project and/or people management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with a fully integrated, resource based accounting system.</li> <li>• Experience of planning and progressing work activities within general, professional guidelines or organisational policy, using initiative and independent judgement.</li> <li>• Experience of not for profit and/or science research organisations</li> </ul>
Skills/Abilities & Special Attributes:		
1) Planning & Organising	<ul style="list-style-type: none"> <li>• Expected to show independence and initiative and to plan and organise individual/team activity to deliver within the objectives of a long term strategic financial framework</li> <li>• Must be able to organise and prioritise workload of team in order to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of setting up new procedures and processes within a financial environment.</li> </ul>



2) Analysis & Problem Solving

- Must be able to apply their professional knowledge to carry out detailed financial analyses and to develop trend and other management reporting (as well as assisting to develop measurable performance indicators)
- Must have excellent analytical and problem solving skills to enable monitoring of process and procedures and make appropriate interventions to meet both internal and external (eg legislative) requirements
- Ability to manage unforeseen situations and to continue to deliver effective and efficient services throughout to meet customer requirements.
- Ability to interpret financial information and give advice accordingly.
- Previous experience in providing financial advice on a complex situation



<p>3) Communication Skills</p>	<ul style="list-style-type: none"><li>• Excellent communication skills both verbal and in writing are vital.</li><li>• Must be able to explain financial concepts in an understandable way to non-finance professionals.</li><li>• Must be able to form effective working relationships with staff of various levels of seniority and disciplines.</li><li>• Must have excellent presentations skills</li><li>• Experience of providing training</li><li>• Ability to build long term relationships and maintain them across the wider organisation, stakeholders and suppliers.</li></ul>	
--------------------------------	--	--



<p>4) Leadership/ Management Skills</p>	<ul style="list-style-type: none"><li>• Experience of staff management, recruitment, monitoring and development, including management of professional training and accreditation activities.</li><li>• Development, mentoring and coaching of staff within the BGS and NERC-wide finance team to ensure that they operate efficiently and effectively.</li><li>• The ability to identify additional service requirements or service short-falls and co-ordinate and/or design, the delivery of an innovative solution.</li></ul>	<ul style="list-style-type: none"><li>• Experience of change management</li></ul>
<p>5) Other Skills</p>	<ul style="list-style-type: none"><li>• Must have an excellent working knowledge of financial accounting and reporting systems (preferably with an integrated resource based accounting system)</li><li>• Expert spreadsheet competence, ideally with MS-Excel</li><li>• Competent with MS-Word</li></ul>	