

Role Profile

Role title:	Associate Director Finance
Salary:	Circa £50K to 60k per year, dependant on experience
Full/Part Time:	Full-Time
Contract term:	Permanent
Accountable to:	Chief Operating Officer (Finance Director)
Accountable for:	Currently no direct reports – this may change
Hours:	35 Hours per Week
Location:	Lead employer is UMSU, team provides shared services finance support for two other organisations
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK
Benefits:	We offer a great range of benefits. You can see them here .

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus. We also run four live music venues and have a bar and catering operation. There are also two trading subsidiaries; Manchester Academy venues run the live music venues and 13 Media is a media sales agency.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 5 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

Role Overview

This role is supporting the COO in delivering finance support for UMSU and other organisations for whom UMSU provides finance support. The role is hands on and requires excellent analytical skills but will also involve supporting strategic finance. This role would be well suited to an experienced management accountant looking to progress their finance career. Students' Unions offer a varied portfolio of finance activity including grant funding, live music venues, commercial outlets and media sales. It is not essential to have experience in all these areas, however having worked in a high-volume transaction environment in a small to medium enterprise would be of benefit.

We are currently in the first year of a shared service approach are bringing in additional capacity to support the COO/FD in delivering this model. The initial priority of the role will be taking over all management accounting duties from the FD/COO. This includes preparation of month end accounts/journals, posting payroll journals, preparing VAT returns (partial exemption), balance sheet reconciliations and clean up. The key skills needed to deliver this aspect of the role are excel, strong ledger accounting knowledge and reconciliation capability. Experience of producing partial exemption VAT returns would be of benefit.

The second key deliverable will be to facilitate the forecasting and budgeting processes. This includes producing pay and capital forecasts and working with budget holders to provide financial analysis and support them in completing the forecast outturn. Finally consolidating the forecasts and supporting the COO/FD in summarising and reporting to committees. At UMSU there are around 30 departments with individual forecasts and strong excel capability is essential to performing this task.

There is a need to refresh and review various finance related systems. There are different combinations of finance and EPOS systems, with varying degrees of integration and deep system knowledge within the organisation. There will be an opportunity for the successful candidate to work in partnership with the COO/FD and staff across the organisation to review system usage and create a system development plan. Previous exposure to system implementation or improvement would support in delivering this role.

In terms of role delivery, the role can be worked in a hybrid way with a requirement to spend some on site time in all three Unions. The role will be split between computer-based work and meetings.

with key finance stakeholders. There will be some attendance at formal governance meetings, the time of these meetings does vary, and some are held early evening, some on site and some online.

Key Result Area

Responsible for	Contributor to
Budgeting & Forecasting Leading the budgeting and forecasting processes. This includes liaising with budget holders to develop their financial plans and providing supporting forecast input such as payroll and capital	Long term financial planning & modelling to ensure the Union remains financially viable and is able to fund future growth and capital requirements
Month end Posting month end journals including payroll, prepayments, accruals & deferred income. Producing the management accounts.	Training other finance team staff in key month end processes
Systems Requirement to be a systems expert and continuously seek ways to develop and improve system usage, this includes troubleshooting some current system challenges	
Support for budget holders Creating excellent working relationships with budget holders ensuring that personalised financial support is offered to build capability in non-finance staff. This includes constantly updating knowledge about the Union and external operating environment to ensure advice remains fresh and up to date	Supporting the COO in ensuring effective communication with the CEO's of all three Unions including risks and opportunities are communicated in a timely manner.
Deputising for COO Attending board and committee meetings in the COO's absence. Being an expert in the Students' Union financial frameworks to provide advice and guidance as required	Supporting the formal committee structures
Balance sheet management Having oversight of the balances sheet to ensure all reconciling items are cleared within a reasonable time frame. This includes reconciling key accounts and liaising with the transaction team to resolve differences.	Working in partnership with the whole finance team to ensure all balance sheet reconciliations are completed, cleaned and all evidence provided for the year end audit process.
Year end Key contact for the audit, oversight of the audit request platform to ensure all requests are met in a timely fashion. Responding to requests for analysis and additional information.	

Person Specification

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
Education				
Part qualified with a recognised accounting body		✓		
Knowledge/Skills				
Experience of month end processing, balance sheet management, budgets and forecasting				✓
Experience of working in a high-volume transaction environment in small to medium size enterprise	✓			
Double entry accounting fundamentals – able to apply the principles to problem solve technical accountancy issues	✓		✓	
Systems – experience of either implementing new finance systems of improving the utilisation of finance systems	✓			
VAT – partial exemption VAT (desirable)	✓			
Excel – advanced user of excel including lookups, SUMIF, analysis functions, pivot tables			✓	
Personal Attributes				
Loves finance – has a personal passion for working in finance with excellent reconciliation skills	✓			
Self-management – Takes responsibility for own work and is able to effectively prioritise completing priorities and manage the expectations of multiple service users		✓		
Attention to detail – Is an expert reconciler and is thorough in approach to finance work to ensure all accounts and reconciliations are accurate and up to date			✓	

Values & Behaviours				
Align with the SU's values and behaviours both personally and professionally		✓		✓
Continuous improvement – actively seeks ways to drive improvements both in personal knowledge and skills and in the service offered to others		✓		
Collaborative – proactively seeks out opportunities to work collaboratively with colleagues and ensure that finance is adding value to business operations		✓		

Our Recruitment Process

The way that we recruit is designed to be fair, transparent, and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

You can find more information about our recruitment process on [our website](#).