

**Management Accountant (1.0 FTE)
Permanent**

The Glasgow School of Art

The Glasgow School of Art (GSA) is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to continue to grow our student community in Glasgow to our 25% target, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

The Role

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| Job Title: | Management Accountant |
| Location | Finance Office |
| Reports to | Head of Finance |
| Purpose | To support the Head of Finance and Director of Finance & Resources in developing the School's reporting systems and to ensure that the capabilities of new reporting tools are fully utilized. To provide support to budget holders and disseminate financial information to them. |

Principal Accountabilities

- Production of appropriate financial management reports for Heads of School, Heads of Department (both support and academic) and Directorate.
- Investigation of apparent variances and calculation of any necessary adjustments.
- Analysis of financial performance of School and production of forecasts.
- Analysis of year to date salaries and calculation of forecast values for remainder of year taking into account known or reasonably expected changes from current rates
- Analysis of student numbers and income for reporting to Schools/Departments
- Meeting Heads and/or Academic Support Managers to discuss variances, identify and plan actions necessary in order to minimise adverse results
- Maintain fixed assets register including reconciling total fixed assets, i.e. acquisitions, disposals, reviewing capital spend against Capital Bids Allocations as approved by the Directorate.
- In the absence of Head of Finance, acting as primary alternative point of contact for enquiries from staff and external sources

Main Duties

- Production of monthly management accounts and dissemination to budget holders.
- Meeting with School/Department representatives to issue and discuss Annual Budgets at start of each Financial Year, as well as regular discussions during the year.
- Preparation of year end audit schedules
- Maintain Agresso by adding new cost centres, account codes and project/tracking codes, closing accounts and restricting access as circumstances dictate
- Administration of Agresso system including management of staff passwords and systems training with refresher sessions when necessary
- Assist with preparation of Annual Budget.
- Complete Office of National Statistics returns to meet statutory deadlines
- Booking Scottish Funding Council (SFC) income to relevant School's/Dept's in Agresso, reviewing against planned profiles and ensuring full receipt of funding by year end
- Review and analysis of Project Accounts.
- Assist with the move to shadow zero based budgets next year and full zero based thereafter. This will enhance the budgetary process and move GSA away from the process of taking a percentage of income to the centre to create a semi devolved budget process to having a zero based budget based on strategic objectives, risk and need.

- Assess the change away from PECOS to an integrated upgraded PECOS that will enable improved budgetary control with budget checking etc.
- Map the budget setting process to link the budget process to the spend process and ultimately future planning for the procurement process to ensure planning for best value
- Investigating space charging to enable better comparisons to be made on the contribution from each programme area
- Any other duties, as may be reasonably requested by the Head of Finance or the Director of Finance & Resources.

Relationships

Principal Internal Contacts:

- Wide range of staff throughout the School
- Budget holders
- Students

Principal External Contacts:

- Scottish Education Funding Council
- Higher Education Statistics Agency
- Office for National Statistics
- Software Consultants
- Research Councils

Person Specification

Experience / qualifications

- The candidate will be a CCAB qualified or part qualified accountant with, preferably, experience of the education and/or public sectors.
- S/he will have extensive experience of using Excel and of developing financial reporting tools, of which Agresso experience would be a significant benefit.
- The candidate will have experience of working in a busy office environment.

Skills and attributes

- The post holder will be a self-starter, capable of operating with a minimum of supervision and with the ability to assess priorities and manage workload effectively.
- He/she will have excellent interpersonal and communication skills and the ability to explain financial information and concepts to non-financial managers.
- The post holder will be required to show discretion at all times.
- The post holder will also have a commitment to Equal Opportunities and diversity

Terms and Conditions

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| Contract | Permanent |
| Probationary Period | It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months. |
| Salary | Grade 7 £37,706 - £47,722 per annum |
| Hours | 35 hours per week |
| Holidays | 35 days plus 11 statutory holidays per annum |
| Pension | Option to join the Local Government Superannuation Scheme |
| Notice Period | 3 months |