

Recruitment Pack

Job Title

Management Accountant

March 2025

Dear Candidate,

Are you ready to take on a rewarding challenge that will leave a lasting impact? GSU is seeking a forward-thinking Management Accountant to join our team. This pivotal role offers an exciting opportunity to lead the transformation of our finance operations.

GSU is a £4 million turnover charity providing representation, services, and opportunities to students across three campuses (Greenwich, Avery Hill, and Medway) at the University of Greenwich. GSU activities are driven by our students, who are represented on our Trustee Board by four democratically elected Student Officers, with support from a staff team of 50.

As the Management Accountant, you will play a key role in overhauling our financial processes and procedures, ensuring they are fit for purpose and aligned with the new digital systems that underpin our operations. This is a chance to bring your technical expertise and digital savvy to the forefront, helping to embed a culture of innovation and efficiency across the organisation.

Your role will also involve business partnering with teams across GSU and our external support service partners, providing insightful financial analysis and guidance to drive informed decision-making.

If you're a proactive problem-solver with the technical and digital skills to lead us into the future, we'd love to hear from you.

Opening: Friday 21st March 2025

Closing: Sunday 13th April 2025 at Midnight

Interviews: Wednesday 23rd April

Panel: Kate Dawson (CEO), Fiona Slaven (Finance Consultant) & Sodiq Lawal (GSU Officer)

Salary: £38,895 - £43,777* (to note as per the Pay Policy at GSU, all new starters start at the bottom of the band)

Hours of work: 35 Hours Per Week

The following pages contain a summary of the principal terms and conditions, key dates in the recruitment process and some information about GSU. Please check you have downloaded everything you need to complete your application and return it electronically.

If you would like to have an informal chat about this opportunity please contact me at k.dawson@greenwich.ac.uk

Good luck with your application and I look forward to meeting you.

Best wishes,

Kate Dawson

Greenwich Students' Union CEO



GSU PLAN 2026

**BECOME
YOUR BEST**

OUR NEW STRATEGY

GSU PLAN 2026

BECOME YOUR BEST

At GSU we're proud to have made transformative change over the last few years by acting on student feedback and working with our members to make our democracy more accessible, develop the quality and scope of our member services, improve our physical spaces and transform our communication methods.

Recognised as a Quality Students' Union, GSU now has an established physical footprint at our three campuses in Avery Hill, Greenwich and Medway, supported by our online spaces.

Our strategy - GSU Plan 2026 - sets out our action plan that will take us into our next phase of development, ensuring our members are able to shape future opportunities and services. Our role as a Students' Union is to continually evolve our offer for the members of today and future generations.

We have one goal by 2026; supported by GSU and our services, our students to become their best at Greenwich and beyond.

We focus our team and our time to represent student interests, working with our members to ensure they have access to:

- The best quality and inclusive education.
- Are able to develop skills to be life ready.
- To help them be the best you can be while they study.
- To find where they belong at Greenwich.
- To take actions to protect the planet together.

Click here to read our plan in full - greenwichsu.co.uk/gsuplan2026

Our Services - Membership

Student Representation

Involvement with Student Assembly, campaigns, Elections and members representation;

Advocacy and Policy

Provide advice to all our members regarding academic process, housing, money and other issues. We work proactively to prevent student issues arising and secure an early intervention if needed.

Student Activities

Encompasses Societies, Sports groups, Academic Communities, Awards, Varsity and much more;

Employability and Volunteering

Identifying opportunities and providing support.

Finance

Central team responsible for financial activity and support across GSU.

Marketing

Supports communication activity for GSU and all its services, events and activities.

Organisation Development

Looking after HR, governance and training across GSU.



Our Services - Commercial

Lower Deck in Greenwich

The best student bar in Greenwich.

Tudor Café in Avery Hill

Selling takeaway food and coffee, snacks and confectionery, merchandise, groceries and toiletries.

Candy Shack in Avery Hill

Milkshakes by day, cocktails by night!

The Deep End in Medway

Selling hot food and drink, as well as grab-and-go options.

Greenwich Lookbook

Our shop selling University branded merchandise online and in our merch store in Greenwich.

Flagship Events

Offering venue hire in the heart of Greenwich and in Medway



Staff Benefits

HOLIDAYS:

25 days per annum
8 bank holidays
3 free days over the winter holidays
Additional 1 day for every year at GSU
(up to 5 years)

MISC LEAVE:

1 day off to move to a new house
1 day off for wedding attendance of immediate family
1 day off to attend funeral
3 days off for death or serious illness of immediate family
Study/exam leave
Health appointments
Parental & carers leave
Sick dependents leave
Generous sickness leave pay
Generous maternity and paternity leave pay

PENSION:

Employee contribution: 5 – 7%
Employer contribution: 4 – 6%

MISC BENEFITS:

Parking permit loan
Travel loan
Eye test and contribution to lenses
Insurance – death in service
Training/staff days
Flexible working

MISC PERKS:

Free large soft drinks (post mix) in the Lower Deck and The Deep End
Student prices on hot drinks in Lower Deck and Tudor Café
Student prices in Lower Deck and the Deep End on all applicable menu items
Free venue hire at Lower Deck
Tea, coffee and milk in offices
One off £50 contribution to a gym of your choice
Annual Totum Student Discount Card

Application Process

Your application is very important, as the information you provide will be used in deciding whether or not you will be shortlisted for interview. The following advice is designed to help you complete it as effectively as possible. This is part of our commitment to ensuring equal opportunities for job applicants.

GSU wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.

TIMELINE FOR RECRUITMENT

At GSU we aim to have our recruitment processes as clear and structured as possible. Ideally, we have our advert listed on various websites for one month. Following the deadline date, we will aim to shortlist within a week. Once shortlisting has been completed, the successful candidates will be informed and given an interview date a week ahead. This will allow our successful candidates the opportunity to prepare and make arrangements.

PLANNING YOUR APPLICATION

When planning to submit your application, read through the material provided, including the job specification and recruitment pack.

PERSONAL SPECIFICATION

The Person Specification is the list of criteria or requirements needed for the post. To be shortlisted you have to fulfil each of the essential points marked 'Application', demonstrating your abilities by giving examples. The strongest applications will detail with examples how candidates meet all of the criteria, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

Application Process

COMPLETING YOUR APPLICATION

Step 1: To apply use our online recruitment portal setting out how your experience, skills and values equip you for the role. In addition, you can submit a CV if you wish to do so.

Step 2: Complete the Equal Opportunities Monitoring information within the application for,. This is not disclosed to recruiting manager or shortlisting team.

Step 3: Please submit in time for the stated closing date. Please note that applications received after the closing date will not be considered.

SHORTLISTING

All applications will be sent to the selected recruitment panel who make their preferred selection based on the requirements that meet the personal specification. Candidates who meet the criteria are shortlisted for an interview.

INTERVIEWS

The interview panel will normally be formed of 3-4 staff members and one of our Student Officers who will ask questions based on the values and competency required for the role. For some roles you may also be asked to participate in a task or presentation. The applicants will be informed of this ahead of their interview date. If you are not able to attend the interview, we cannot guarantee that an alternative date will be offered. The panel will consider requests for alternative dates as they arise.

Job description and Personal Specification

Management Accountant

Department/Service:

The finance department is responsible for the overall financial management and administration of the 4million turnover at GSU. The department plays a crucial role in ensuring compliance with statutory regulations, including HMRC, Charities Commission, Companies House, and pensions. This includes supporting our annual external financial audit.

The finance team act as Business Partners to the rest of the organisation ensuring they understand financial processes to aid effective working. The team also work alongside our external payroll provider and our external digital system provider to ensure smooth and effective working.

Job Purpose:

Provide a professional, accurate, and timely accounting service in respect to all management and statutory reporting. Collaborate with internal stakeholders and external support services to enhance the effectiveness and efficiency of the Finance department, ensuring excellence in service delivery.

Reports to:

Currently reporting to the CEO whilst the senior management role in the Finance Department is under review. The senior management post is currently vacant.

Responsible for:

Supporting, managing, supervising, and developing one Finance Coordinator and one Finance Assistant.

Temporary Interns and/or student staff supporting the Finance team as required

Duties and Key Responsibilities

1. Management and Statutory Reporting:

- Prepare accurate management accounts on a timely basis each month.
- Reconcile all balance sheet accounts monthly, including accruals and prepayments.
- Prepare and submit statutory reports, including VAT Returns, Companies House, and Charities Commission Annual Returns.
- Support the preparation of the annual accounts for the external financial audit and play an instrumental role during the audit process.
- Reconcile GSU bank accounts including PayPal online accounts weekly and monthly.
- Reconcile Commercial Income to Bank Accounts producing weekly sales and analysis reports.

2. Budgeting, Forecasting, and Cashflow Statements:

- Support in the preparation of the annual budget and reforecasts.
- Create forecast reports and statements as and when required.
- Produce monthly and annual cashflow and liquidity statements.

3. Business Partnering and Collaboration:

- Act as a business partner to all GSU staff members, providing financial insights and support to meet organisational goals.
- Work alongside external support services (e.g., payroll providers and digital finance systems) to ensure smooth operations and excellence in the Finance department.
- Collaborate with external auditors and other stakeholders to ensure compliance and effective financial management.

4. Managing and Supervisory Duties:

- Supervise and support the professional development of two GSU finance staff members.
- Foster a team culture that promotes accountability, continuous improvement, and collaboration.
- Oversee the responsibilities of Finance Coordinator and Finance Administrator and ensure their tasks align with departmental goals.
- Supervise and support interns and student staff as appropriate.

5. Digital Systems and Processes:

- Maintain efficient digital finance systems and processes to streamline financial operations (Twinfield, Ezora & Basecone for example).
- Ensure the accuracy and timeliness of digital records and reporting systems.
- Evaluate and improve digital tools and workflows to enhance departmental efficiency.

Duties and key responsibilities continued

6. General Finance Department Duties:

- Oversee and assist with sales ledger, purchase ledger, and payroll functions as needed.
- Support the Finance Coordinator and Finance Assistant to issue and maintain records of purchase orders and associated invoices.
- Support the Finance Coordinator and Finance Assistant to maintain and post all petty cash transactions.
- Prepare ad hoc financial reports and information for the Senior Leadership Team (SLT), Trustee Board, and other stakeholders as required.
- Respond proactively to financial queries from GSU staff.
- Support the ongoing review and development of Finance department systems and procedures.
- Maintain customer-facing systems and ensure smooth operations for Finance department stakeholders.

7. External Audit and Compliance:

- Prepare schedules and reconciliations for the annual audit.
- Ensure compliance with regulatory requirements, including HMRC and Charities Commission guidelines.

General Responsibilities:

- Represent and be an ambassador for GSU.
- Be flexible and carry out other associated duties as may arise, develop, or be assigned in line with the broad remit of the position.
- Maintain and improve competencies through continuous professional development.
- Abide by organisational policies, codes of conduct, and practices.
- Support and promote liberation, diversity, and equality of opportunity in the workplace.
- Treat with confidentiality any personal, private, or sensitive information about individuals, organisations, clients, or staff and project data.
- Adhere to the Sustainability Policy and strive to reduce the organisation's carbon footprint.
- Actively seek better ways to assist GSU in becoming a more sustainable workplace.

PERSON SPECIFICATION:

Experience:

- Experience in preparing management accounts budgets, forecasts, and cashflows.
- Experience in preparing and reconciling VAT returns.
- Experience in reconciling balance sheet control accounts including salaries
- Proficiency in using accounting software and digital finance systems.
- Previous experience working in a Finance department.
- Experience in customer service and promoting financial literacy.
- Experience in payroll processes.
- Familiarity with supporting and developing team members.

Skills and Abilities:

- Strong customer service focus and ability to build effective working relationships.
- Ability to engage, motivate, and support team members.
- Excellent communication skills (face-to-face, MS Teams, phone, and email).
- Strong analytical and troubleshooting abilities.
- Proficiency in IT tools for report writing, email, and database management.
- Excellent time management and organisational skills.
- High level of accuracy, attention to detail, and methodical working.

Knowledge:

- Regulatory requirements and best practices in accounting and finance.
- Knowledge of HMRC, Charities Act, SORP, VAT, PAYE, and pension compliance.

Education/Training:

- Part-qualified ACCA or a training towards a relevant professional accounting qualification.
- Relevant practical experience in accounting and finance.

Personal Attributes and Other Requirements:

- Hybrid or office-based work with the ability to travel to other campuses when needed.
- Flexibility to work evenings, weekends, or stay overnight as necessary.
- Strong team player with a flexible approach to work.
- Commitment to anti-discriminatory practice and equal opportunities.
- Awareness and application of diversity issues in all areas of work.
- Commitment to the values and ethos of the organisation