

The Alan Turing Institute

MANAGEMENT ACCOUNTANT

THE ALAN TURING INSTITUTE

There has never been a more significant time to work in data science and AI. There is recognition of the importance of these technologies to our economic and social future: the so-called fourth industrial revolution. The technical challenge of keeping our data secure and private has grown in its urgency and importance. At the same time, voices from academia, industry, and government are coming together to debate how these technologies should be governed and managed. The Alan Turing Institute, as the UK's national institute for data science and artificial intelligence, plays an important part in driving forward advances in these technologies in order to change the world for the better.

The Institute is named in honour of Alan Turing, whose pioneering work in theoretical and applied mathematics, engineering and computing is considered to have laid the foundations for modern-day data science and artificial intelligence. The Institute's purpose is to make great leaps in data science and AI research to change the world for the better. Its goals are to advance world-class research and apply it to national and global challenges, build skills for the future by contributing to training people across sectors and career stages, and drive an informed public conversation by providing balanced and evidence-based views on data science and AI.

After launching in 2015 with government funding from EPSRC and five founding universities, the Institute has grown an extensive network of university partners from across the UK and launched a number of major partnerships with industry, public and third sector. Today it is home to more than 500 researchers, a rapidly growing team of in-house research software engineers and data scientists and a business team.

BACKGROUND

Working in a fast paced, dynamic Finance team within a changeable environment, the Management Accountant will be supporting our team of Finance Business Partners (FBP) to prepare detailed financial reports and assist with developing and embedding financial planning, analysis and reporting across the Turing.

ROLE PURPOSE

Reporting to the Head of Financial Planning & Analysis, you will be supporting a team of six FBPs assisting them with month-end project reporting activities. The postholder will also play an active role in preparing financial reports for the Executive leadership Team which will aid with business strategy and decision making.

DUTIES AND AREAS OF RESPONSIBILITY

- Working with the FBPs to prepare and input month end journals, month end accruals and assist with the preparation of month-end project reports.
- Assist the Head of Financial Planning with the development of annual budgets and financial forecasts and other adhoc projects.
- Prepare the quarterly Management Information pack and month-end finance reports including reconciling to approved budget/ forecast and actuals to Trial Balance
- Identifying variances of actuals against budget/forecast and flagging these to the relevant FBP for investigation.
- Review management accounting processes and practices and improve where necessary to ensure efficient financial operations.
- Challenge existing processes and working methods to deliver continuous improvement in the Finance department.
- Build strong working relationships with key stakeholders.
- Assist in the preparation of business cases and proposals for new grants, projects etc.

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Please note that job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties, which are broadly in line with the above key responsibilities. This job description is written at a specific time and is subject to changes as the demands of the Institute and the role develop.

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PERSON SPECIFICATION		
Skills and Requirements Post holders will be expected to demonstrate the following:	Essential (E) Desirable (D)	Tested at application (a) Tested at interview (i)
Education/Qualification		
Qualified Accountant (CIMA, ACA, ACCA or equivalent) with substantial post qualification experience in a similar role in a commercial, charitable or research-intensive organisation	E	A
Knowledge and Experience		
Excellent financial analysis and management accounting experience	E	A I
Experience of working in a project-based organisation with grant income and expenditure	E	A I
Experience using and optimising a range of financial and non-financial systems	E	A I
Good technical accounting and taxation knowledge	E	A I
Experience of working in a research / higher education organisation	E	A
Experience in developing of annual budgets/forecasts and monthly management accounts.	E	A
Experience in a similar role and understanding the importance of working within a team	E	A
Experience of working with Microsoft Dynamics (GP)	D	A I
Experience of working on grant awards from UK Research Councils, industrial donors, public foundations and philanthropists	D	A I
Experience of working with UK universities or within a not-for-profit sector	D	A I
Communication		
Excellent communication (verbal and written), negotiation and influencing skills at all levels	E	A I
Able to present complex information in an audience-appropriate format	E	I
Service Delivery		
Experience of making recommendations to contribute to service improvement	E	A I
Be aware of external factors impacting on workload and monitor resourcing requirements to continuously provide a quality service	E	I
Decision Making		
Able to contribute to discussions and make decisions as part of team	E	I
Initiative and Problem Solving		
Able to analyse and resolve problems and take steps to prevent future recurrence	E	A
Ability to make recommendations offering wider benefits, using evidence to support	E	I
Ability to use own initiative to resolve problems and identify the impact of resolving problems in the selected manner	E	I

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Analysis and Research		
Ability to adopt appropriate data analysis methods and present the findings	E	A I
Other Requirements		
Commitment to EDI principles and to the Organisation values	E	I

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OUR VALUES

The Alan Turing Institute is committed to equality diversity and inclusion and to eliminating discrimination. All employees are expected to embrace, follow and promote our [EDI Principles](#) and Our Values.

Our values

- Trust**
We create an environment where we have trust and can be trusted
- Inclusivity**
We expect our Turing community to contribute to a culture that is inclusive and free of barriers
- Respect**
We all have different roles, priorities and challenges but our shared purpose is the same
- Leadership**
Leadership is everyone's business; Turing leaders set the right tone and lead by example
- Transparency**
Everyone should understand the how and the why of our decisions and actions
- Integrity**
We are all ambassadors for the Turing's mission of changing the world for the better

APPLICATION PROCEDURE

If you are interested in this opportunity, please click the apply button below. You will need to register on the applicant portal and complete the application form including your CV and covering letter. If you have questions about the role or would like to apply using a different format, please contact us on 020 3862 3536, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: SUNDAY 08 SEPTEMBER 2024 AT 23:59 (London UK BST)

We reserve the right to close this vacancy early or to interview suitable candidates before the closing date if enough applications are received.

TERMS AND CONDITIONS

This full-time post is offered on a permanent basis. The annual salary is £48,000 plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

The Alan Turing Institute is based at the British Library, in the heart of London's Knowledge Quarter. We expect staff to come to our office at least 4 days per month. Some roles may require more days in the office; the hiring manager will be able to confirm this during the interview.

EQUALITY, DIVERSITY AND INCLUSION

The Alan Turing Institute is committed to creating an environment where diversity is valued and everyone is treated fairly. In accordance with the Equality Act, we welcome applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sex and sexual orientation.

We are committed to making sure our recruitment process is accessible and inclusive. This includes making reasonable adjustments for candidates who have a disability or long-term condition. Please contact us at adjustments@turing.ac.uk to find out how we can assist you.

Please note all offers of employment are subject to obtaining and retaining the right to work in the UK and satisfactory pre-employment security screening which includes a DBS Check.

Full details on the pre-employment screening process can be requested from HR@turing.ac.uk.