

# Your Students' Union

University of Birmingham  
**guildofstudents**

*The University of Birmingham, Guild of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.*

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## Management Accountant

**£31,778 per annum (rate from 01/08/19) – 35.5 hours per week**

The Guild wishes to recruit a highly motivated finance professional who will be responsible for managing the day to day administration of the Guild's Finance Department, including sales ledger, purchase ledger, cash-book and nominal ledger.

Proactive and organised, you will be responsible for the production of monthly management accounts and the setting of deadlines. You will support the design and delivery of effective financial processes and procedures to ensure effective financial control including the development and roll-out of automated systems.

You will assist the Finance Manager in the annual budgetary processes and the production of other financial information which may be required. You will also supervise a small Finance Team, and deputise for the Finance Manager as required.

You will bring with you relevant skills and experience in finance, and have either part or fully qualified CCAB or ICSA qualification (to include AAT) or demonstrate a commitment to proactively work towards this. Experience of using Access Dimensions Account Package would be an advantage.

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**Closing date for applications: - Monday 12<sup>th</sup> August 2019 at 9am**

**Interviews will take place on Wednesday 21<sup>st</sup> August 2019**

**For application packs please visit:** <http://www.guildofstudents.com/about/your-union/workwithus/currentvacancies/>

**or email:** [staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk)



**Make the most of University life!**

