

# Cost accountant

## Role brief

<b>Directorate</b>	Finance and commercial
<b>Base location</b>	Harwell
<b>Grade</b>	B
<b>Job level</b>	17
<b>Job family</b>	Professional services
<b>Reports to</b>	Head of group financial services
<b>Responsible for</b>	-

## 1. Background

This role sits within the finance and commercial directorate. The directorate enables Jisc to achieve its strategic objectives by providing prudent and effective financial compliance, management and advice.

The directorate is responsible for maintaining Jisc's solvency and liquidity. This includes all finance and tax matters; reporting, control, budgeting and forecasting at a group, directorate and service levels. It also manages all procurements across Jisc and assist and supports the work of colleagues across Jisc.

Working within the finance and commercial directorate, this is an integral part of business intelligence delivery at Jisc. The directorate, works closely with operations and governance, and brings together into a single management framework functions that support the financial and commercial management for Jisc.

Jisc is building high quality support services across the organisation, which are not simply fit for purpose but act as exemplars to others.

The finance and commercial directorate works together and collaborates with colleagues across Jisc to drive the delivery of digital solutions for UK education and research.

## 2. Purpose and scope

To control the costing system through detailed analysis, supporting colleagues to control the group's costs effectively.

Another crucial aspect will be to liaise closely with finance and non-finance colleagues across Jisc to deliver the key outputs required.

The cost accountant sits within the finance and commercial directorate area and the head of group financial services will hold the formal reporting line although it is expected that the cost accountant will also work closely with the group financial controller and financial analyst.

## 3. Key accountabilities and role outputs

Responsibilities will be expected to be developed and finalised over time and will include but will not be restricted to:

- Ensure costs of services are accurate and up to date, reflect the latest practices; updating costs as required.
- Planning, study and analysis of cost structures within Jisc
- Work across departments and directorates throughout Jisc to gather costing intelligence through interviews, reporting, and systems
- Construct, develop and maintain data accumulation systems for cost accounting
- Create and review controls for data accumulation and reporting systems
- Prepare monthly, quarterly and annual KPI reports
- Preparation of briefing notes for the chief financial officer and senior finance staff outlining methodologies and assumptions used in costing practices
- Work with the head of group financial services, the group financial controller, and the financial analyst to implement and apply cost accounting policies and procedures as they are derived
- Perform ad hoc service/department/directorate cost analysis to support the operations
- Report on margins by service and value streams
- Complete monthly cost variance analysis
- Prepare monthly reports as required by the head of group financial services
- Create, implement and monitor the costs for new items
- Carry out financial analysis and investigation on costs to improve performance and support new opportunities
- Assist service review processes with cost intelligence
- Provide information to support key strategic decisions and provide advice and guidance on the implications of business decisions
- Report on all areas of actual or potential cross-subsidy.
- Ensure that the costing system supports the VAT-exempt Jisc cost sharing group
- Liaise with senior staff to ensure efficiency and best use of resources
- Develop trusted working relationships by meeting with key stakeholders at Jisc offices across the UK and sharing business intelligence
- Meet with colleagues across the organisation to ensure that they understand the principals of costing and the delivery of value and economies of scale
- Work with the strategic support unit (SSU) to feed into the maintenance and development of the service catalogue. Additionally, work with the SSU to ensure that data quality is fit for purpose
- Design and deliver cost presentations for both internal and external use
- Assist with transfer costing rates for intercompany accounts, specifically focused on overhead allocation
- Report on breakeven and constraint points for services and project delivery
- Develop the unit costing system

#### 4. Skills, knowledge and experience

	Essential	Desirable
<b>Qualifications</b>	Qualified accountant (CCAB - or fully qualified to an equivalent professional level with another relevant awarding body).	
<b>Experience</b>	<p>Strong experience in accounting/ finance.</p> <p>Track record of success in a similar role.</p> <p>Demonstrable and in-depth experience of:</p> <ul style="list-style-type: none"> <li>○ Manipulating large databases</li> <li>○ Proficiency using spreadsheets (Excel)</li> <li>○ Exposure to cost accounting, reporting and variance analysis</li> <li>○ Coordinating and supporting multi-department teams</li> </ul> <p>Financial modelling experience.</p> <p>Experience in designing, building and delivering PowerPoint presentations.</p>	<p>Experience of working in HE/FE or public sector.</p> <p>Experience of data visualisation techniques.</p>
<b>Skills</b>	<p>Strong analytical skills including the ability to rapidly interpret, concisely explain and act on complex information.</p> <p>Sound planning and organisational skills, including the ability to prioritise own workload within tight deadlines and the flexibility to change those priorities as required.</p> <p>Maintains high levels of attention to detail under pressure.</p> <p>Ability to travel and develop trusted working relationships with colleagues across the United Kingdom.</p> <p>Track record of building positive working relationships, supported by strong communication skills (written, spoken), interacting with all levels of the business, customers and auditors.</p> <p>The ability to work appropriately with highly</p>	

	<p>confidential, business critical information.</p> <p>Proficiency in use of Outlook and Word.</p> <p>Excellent attention to detail.</p> <p>Ability to coordinate and support multi departmental teams.</p>	
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## 5. Key contacts

- Jisc leadership team members and teams
- Jisc department heads
- Service owners
- Budget holders
- Finance staff in Jisc Group, Jisc Collections and Janet Ltd.
- Suppliers / agencies and other bodies, commercial and non-commercial, relevant to the role and its purpose

### Important additional information

The head of group financial services will discuss all elements of the role brief with the appointee on appointment and after six months, recognising that some elements may need changing.

The above is provided for guidance, is not contractual, and is not an exhaustive list of all accountabilities that the post-holder may have.