

Job Description

Position:	Senior Accountancy Assistant
School/Service:	Finance Office
Reference:	FIN-052/P : Permanent Role FIN-053/P : 2 Years Fixed Term
Grade:	Grade 5
Status:	Permanent
Hours:	Full-Time (36.25 hours per week)
Reports to:	Management Accountant

Main Function of the Position:

To support and assist in the management and control of the financial planning, budget and accounting for the University.

Advise and guide managers in Academic and Service Support departments to ensure that they maintain budgetary control throughout the year.

Principal Duties and Responsibilities:

Working closely with the Finance Team in the following areas:

1. Assist in the preparation of the University's annual budget and 5-Year Financial Forecast together with the detailed commentary thereon, for submission to the University's Executive Committees, the Board of Governors and the Office for Students together with the appropriate comparative data.
2. Assist in preparing the detailed annual budget for each Academic School, Research Unit and Support Service.
3. Advise and support Service Managers in compiling grant and contract bids.
4. Assist in the control and management of the day-to day accounting for Other Services Rendered, Research Grants and Contracts, and Capital Projects, ensuring that all contracts are properly reported each month, including the preparation of payroll, and staff transfer journals.
5. Ensure that Other Services Rendered, Research Grant and Contracts, and Capital Projects budgets are up to date, changes to budgets are controlled, amendments are properly recorded and budget profiles are maintained.
6. Assist in preparing financial forecasts of the full year out-turn of income and expenditure, with a particular focus on Other Services Rendered, Research Grants and Contracts, and Capital Projects.

7. Support the Management Accountant in advising Service Directors in the implementation and operation of budgetary controls.
8. Assist the Management Accountant in ensuring that financial information is routinely disseminated, understood and used by budget holders.
9. Assist in the production of the University's TRAC and TRAC(T) returns.
10. Assist the Management Accountant in producing detailed management account statements for all departments to show their financial performance against budget; identifying adverse variances and corrective actions needed to ensure that departments are managed within their financial budgets.
11. Produce management information, monitoring statements and financial advice for distribution to the Executive Management Team, the Employment and Financial Committee and the Board of Governors in relation to Other Services Rendered and Research Grants and Contacts, and Capital Projects.
12. Assist Faculty, School, Research Unit and Professional Service Leaders/Heads in producing business plans for new or proposed changes to service operations and in the appraisal of major projects.
13. Assist with the production of management and financial accounts.
14. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
15. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
16. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

There is a requirement in this role for occasional evening and weekend working.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted jointly by the relevant manager in consultation with the position holder.

Person Specification

Position: Senior Accountancy Assistant		Reference: FIN-052/P	
School/Service: Finance Office		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	Degree in a relevant area or equivalent level qualification / experience	1	Application Form / Documentation
1 b)	AAT qualified or part-qualified CCAB recognised qualification, i.e. ICAEW, ICAS, CIMA, ACCA, CIPFA or willingness to study towards	1	Application Form / Documentation
2	Skills / Knowledge		
2 a)	Credible knowledge of financial forecasting and complex budgeting	2	Application Form / Interview
2 b)	Proven achievement of results in an environment where financial management impacts service delivery	1	Application Form / Interview
2 c)	Knowledge, understanding and ability to use modern spreadsheet and accounting software in the delivery and monitoring of financial services	1	Application Form / Interview / Assessment
2 d)	Able to compile succinct working papers to support financial reports	1	Application Form / Interview
2 e)	The ability to convey complex information to lay audiences	1	Application Form / Interview
2 f)	An understanding of the framework within which Universities are funded and governed	1	Application Form / Interview
2 g)	Excellent customer focused skills, able to interact effectively with staff and stakeholders at all levels.	1	Application Form / Interview
2 h)	Awareness of the requirement of the data protection act and the management of sensitive information	1	Application Form / Interview
3	Experience		
3 a)	Experience of operation at an equivalent level in a similar organisation	1	Application Form / Interview
3 b)	Experience of operating in a context where there is a requirement to demonstrate public accountability	2	Application Form / Interview
3 c)	Experience of bidding for, and the financial administration of government and research contracts.	2	Application Form / Interview
3 d)	Experience of budget preparation and control in a complex financial environment	1	Application Form / Interview
3 e)	Able to work to deadlines	1	Application Form / Interview
3 f)	Able to challenge and improve existing procedures	1	Application Form / Interview

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3 g)	Experience of financial forecasting	1	Application Form / Interview
4 Personal Qualities			
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Ability, competence and confidence to lead and motivate others	1	Interview
4 c)	Sensitive to individual difference and in dealing with colleagues/partners and stakeholders from different cultural backgrounds.	1	Interview
4 d)	Good interpersonal skills and a good team player	1	Interview
4 e)	Commitment to continuous improvement and creative ways of working.	1	Interview
5 Other			
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of Health and Safety, Data Protection Act, Freedom of Information Act, UKVI, Prevent and the Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work evenings, remotely, and outside the normal academic year	1	Interview

Note:

1. **Priority 1** indicates **essential/vital** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required