

JOB DESCRIPTION

Vacancy reference:	SRF34616
Post Title:	Fixed Asset Accountant
Grade:	6
School/Department:	Finance
Reports to:	Group Financial Accountant
Responsible for:	None

Purpose

The University invests heavily in its academic estate across its campuses in order to provide world-class teaching and research facilities for its students and staff. Since 2016, the University of Reading has invested over £200m into developing our campus facilities, including a new Health and Life Sciences building, a major upgrade to the Library, and the refurbishment of lecture theatres.

The Fixed Asset Accountant will be based in the Finance team and will work closely with colleagues in Estates & Facilities and Academic Schools. They will liaise directly with senior staff including the Director of Estates & Facilities and the Director of Finance.

This is a particularly exciting time to join the team as we initiate a project to upgrade and enhance our fixed asset system and processes.

The role will report to the Group Financial Accountant and will include all aspects of fixed asset accounting. It will also include certain other areas of financial accounting within the University and its subsidiaries and trusts.

Main duties and responsibilities

- Maintain the fixed asset register ensuring additions and disposals, including sales of land, are accounted for correctly and monthly reconciliations are carried out between the fixed asset register and the general ledger. Ensure the correct accounting for both capital and maintenance programmes.
- Drive improvements to the fixed asset register and associated processes, ensuring assets are capitalised in a timely manner and the correct accounting policies are applied.
- Provide regular input into the planning and budgeting cycle including accurate forecasting of depreciation charges.
- Produce the consolidated group's fixed asset note and supporting information and liaise with auditors as necessary.
- Provide technical advice as required in line with University finance policies.
- Prepare the accounting for investment properties including annual revaluations. Also prepare the accounting for heritage assets, biological assets and stock.
- Prepare the accounting for all leases.
- Prepare capital budgets and forecasts in liaison with key contacts within Estates & Facilities, Academic Schools and other Services, ensuring key assumptions are stated and any risks and opportunities are captured and monitored.
- Act as the Finance approver on capital expenditure projects, ensuring expenditure is within budget and coded correctly.

- Produce medium and long term cashflows relating to capital projects and liaise closely with the Treasury Manager to ensure all cash flow implications are considered.
- Produce regular capital expenditure reports on major projects and liaise with key contacts to investigate any variances.
- Undertake other financial accounting responsibilities as allocated by the Group Financial Accountant.

Supervision received

This post reports to the Group Financial Accountant who will provide general guidance and supervision.

Supervision given

None.

Contact

Important working relationships will be with:

- Group Financial Accountant
- Financial Controller
- Director of Finance
- Financial Planning & Strategy colleagues
- Director of Estates & Facilities
- Estates & Facilities colleagues
- External audit

Terms and conditions

This is a full-time (35 hours per week), permanent post.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date reviewed: January 2021

PERSON SPECIFICATION

Job Title	School/Department
Fixed Asset Accountant	Finance

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Good communication skills • Ability to interact effectively at all levels within the University and externally • Ability to apply rules and regulations to issues • Competent IT skills including Excel • Strong organisational skills and ability to work to deadlines • High level of numeracy • Attention to detail 	
Attainment	<ul style="list-style-type: none"> • Part-qualified accountant 	<ul style="list-style-type: none"> • Qualified accountant
Knowledge	<ul style="list-style-type: none"> • Good all round accounting knowledge • Strong understanding of fixed asset and lease accounting requirements under FRS 102 	
Relevant Experience	<ul style="list-style-type: none"> • Experience of using financial systems • Experience of using fixed asset accounting software 	<ul style="list-style-type: none"> • Experience of working in a large finance team, within a complex organisation
Disposition	<ul style="list-style-type: none"> • Work unsupervised and as part of a team • Be customer-focussed • Enjoy problem solved and identifying solutions 	
Other	<ul style="list-style-type: none"> • Be self-motivated and take a proactive approach 	

Completed by: Jeremy Henwoord, Group Financial Accountant	Date: January 2021
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