

JOB DESCRIPTION

Vacancy reference:	SRF31992
Post Title:	Financial Accountant
Grade:	7
School/Department:	Finance
Reports to:	Group Financial Accountant
Responsible for:	N/A

Purpose

The role will lead the preparation of key sections of the University's consolidated financial statements and will produce all Subsidiary and Trust statutory accounts. Alongside the wider team, the role will also produce all external regulatory reporting including the TRAC and HESA returns.

Main duties and responsibilities

- Prepare the University's and other UK legal entities' statutory reporting, including financial statements and associated notes, ensuring compliance with the current SORP and statutory reporting requirements.
- Prepare funding body and other regulatory returns including TRAC, TRAC(T), HESA Finance Record, HESA, EMR, HE-BCI, NCTL, TCIF and OfS Accountability Returns.
- Act as a key contact and coordinator of the year-end and other audits, ensuring all requirements are met and any queries satisfactorily resolved.
- Respond to and provide all analysis and explanations required by funding bodies and similar organisations. Liaise with the funding bodies where appropriate on returns and reports, responding to any queries and ensuring all are satisfactorily resolved.
- Ensure all relevant period end and year end routines are completed liaising closely with the Financial Planning and Strategy team. Ensure the processing of all entries into Unit 4 Business World (Agresso) is carried out efficiently, accurately and timely, liaising closely with the Transactional Services Team.
- Ensure all control accounts and general ledger balances are reconciled at each period end and any discrepancies followed up and resolved.
- Ensure the correct accounting treatment of all transactions involving intercompany, endowment and trust activities. Ensure inter-company balances are reconciled and agreed and that all overseas Trial Balances are correctly loaded into U4BW. Provide reporting as necessary
- Ensure the pension scheme liabilities are correctly accounted for and disclosed and produce the monthly and year end accounting for the University's associate relationship with its student accommodation provider.
- Produce balance sheet forecasts and assist in the production of the University tax returns.
- Ensure all policies and procedures are correctly followed at all times and, if appropriate, ensure these are still valid and relevant to the University both currently and going forward.
- Ensure the preparation, review and distribution of quarterly reports to Prize Fund Holders.

- Attend where applicable any relevant sector groups, networks or meetings as a representative of the University and to promote exchange of good practice
- Provide direction and guidance as necessary to team members especially the Technical Accounting Assistant and ensure their workload is correctly completed accurately and timely
- Assist with driving improvements across the whole finance function, working closely with the Finance Senior Management Team

Supervision received

This role reports to the Group Financial Accountant

Supervision given

None

Contact

Important working relationships will be with:

- Director of Finance
- Financial Controller
- Group Financial Accountant
- Transactional services colleagues
- Financial Planning and Strategy colleagues
- Treasury manager
- Schools and Function colleagues
- External Auditors
- OfS and other bodies

Terms and conditions

This is a full time role with no set hours of work. No overtime is payable.

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.

PERSON SPECIFICATION

Job Title	School/Department
Financial Accountant	Finance

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Strong communication skills (verbal and written) • Attention to detail • 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 • High level of numeracy 	
Attainment	<ul style="list-style-type: none"> • Professional accounting qualification (ACA, ACCA, CIMA). AAT will be considered with appropriate experience 	
Knowledge	<ul style="list-style-type: none"> • Strong technical accounting knowledge including FRS102, HE SORP • Excellent knowledge of current accounting developments 	<ul style="list-style-type: none"> • TRAC return experience and other HE regulatory returns • Charity SORP
Relevant Experience	<ul style="list-style-type: none"> • Experience of reconciling data from a variety of sources 	<ul style="list-style-type: none"> • Experience in a similar role in HE, a public sector body or a charitable institution • Experience of line management • U4BW (Agresso)
Disposition	<ul style="list-style-type: none"> • Work unsupervised and as part of a team 	

Completed by: Emma Ashley	Date: 25/02/2020
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