

JOB DESCRIPTION

Vacancy reference:	SRF34093
Post Title:	Fixed Asset Assistant
Grade:	5
School/Department:	Finance
Reports to:	Group Financial Accountant
Responsible for:	None

Purpose

This fixed term role will be part of the Financial Accounting team and the prime responsibility of the role will be to maintain the integrity of the data within the Fixed Asset register.

The team will be starting a project to cleanse the assets currently held on the Fixed Asset Register (FAR) with a view to creating a new FAR when the cleanse is complete. The successful candidate will also be responsible for collating information on in year purchases to ensure all costs associated with additions are captured and classified correctly and are loaded accurately into the FAR. The role will work closely with the Capital Accountant, Group Financial Accountant and Financial Controller.

Main duties and responsibilities

1. Update the Agresso FAR to reflect 19/20 year-end adjustments, ensuring accuracy and completeness.
2. Review in year additions and disposals, including collating invoice and staffing information. Liaise with project managers to confirm details such as depreciation start dates and prepare files for upload onto the FAR.
3. Ensure any additions and disposals are accounted for correctly and monthly reconciliations are carried out between the fixed asset register and the general ledger. Ensure the correct accounting treatment for both capital and maintenance programmes.
4. Provide regular input into the planning and budgeting cycle including accurate forecasting of depreciation charges.
5. Work with the Financial Controller and Capital Accountant to further cleanse the FAR including verifying assets, grouping assets and assisting with setting up the new FAR.
6. Assist the Financial Controller and Group Financial Accountant with any other tasks as required. This could involve either supporting the wider project team or the technical accounting team as necessary.

Supervision received

This role reports to the Group Financial Accountant however the post holder will receive general guidance from the Financial Controller.

Supervision given

None.

Contact

Important working relationships will be with:

- Financial Controller
- Group Financial Accountant
- Capital Accountant
- Colleagues in Estates and IT

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.

Date assessed: 09/12/19

PERSON SPECIFICATION

Job Title	School/Department
Fixed Asset Assistant (fixed term 6 months)	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 with colleagues within the wider University • Ability to apply rules and regulations to issues • Competent IT skills including strong Excel skills • Strong organisational skills • High level of numeracy 	
Attainment	<ul style="list-style-type: none"> • Studying towards an accountancy qualification e.g. AAT 	
Knowledge	<ul style="list-style-type: none"> • Good all round accounting knowledge 	<ul style="list-style-type: none"> • An understanding of capital and lease accounting requirements under FRS 102
Relevant Experience	<ul style="list-style-type: none"> • U4BW (Agresso) • Experience of reconciling data from a variety of sources 	<ul style="list-style-type: none"> • Experience of working on projects/ system implementations
Disposition	<ul style="list-style-type: none"> • Work unsupervised and as part of a team • Enjoys dealing with large quantities of data and problem solving. 	
Other	<ul style="list-style-type: none"> • Be self-motivated and able to take initiative 	

Completed by: Emma Ashley, Financial Controller	Date:26/10/2020
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