

## Assistant Financial Accountant

**Job Ref: REQ250441**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

The Finance Office has around 50 personnel who deliver financial support to the University. Teams within the department include Financial Accounts, Financial Planning and Analysis, Tax, Procurement and Financial Systems. The teams operate together to cover all aspects from transactional finance through to the development of the University's long-term financial plan and delivery of the £300m+ per annum revenue budget.

### Job Description

**Job Grade: See below (career graded post)**

**Job Purpose:** To support the Financial Accounts team in the provision of key compliance reporting and overall management of the University's balance sheet.

To work towards achieving a full accounting qualification, to the benefit of the institution, matching the level of knowledge and responsibility expected from a training accountant at each stage of their study, with an appropriate and reasonable level of accountability and financial reward.

### Job Duties

**As this is a career graded post, duties and responsibilities at each level of qualification are as per the table below.**

<b>At Entry Level (AD4)</b>	<b>At newly qualified Level (AD5)</b>
Assist the Financial Accountants with month end activities, including fixed assets, posting journals, the preparation of prepayments/accruals and journal review within specified time frames.	Support with the preparation of month end commentary provided to Financial Planning and Analysis, with analysis of actual vs forecast costs within the Financial Accounts remit.
Prepare monthly balance sheet reconciliations and analysis of general ledger accounts.	Ownership of defined balance sheet areas, taking responsibility to identify risk/opportunities and working with colleagues across the wider team to resolve.
Support with the preparation of the annual financial statements and the year-end external audit process.	Ownership of defined areas within the annual financial statements preparation and coordination of these areas with our external auditors.
Support the team with other key compliance reporting including surveys for Office for National Statistics, Companies House filing and quarterly VAT returns/annual corporation tax returns for HMRC.	Ownership of defined reporting areas with Financial Accountant involvement only at the review stage.

Support with accounting for fixed assets, including the set-up of fixed asset projects, processing capitalisations/disposals and managing the fixed assets register.	Coordinate the maintenance of the fixed assets register by working with colleagues across the University to validate that fixed assets remain in use.
Support the wider Financial Accounts, Treasury and Tax teams with finance related tasks as assigned.	

### **General Administration and communication**

1. To respond to enquiries from colleagues around the University.
2. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post
3. Work as an active member of the Finance Office and liaise with members of the wider University.
4. To ensure compliance with relevant University policies and procedures
5. To undertake any training and development deemed appropriate for the position.

### **Training**

1. Attend appropriate personal development courses and maintain requirements for continuing professional development as required by qualifying institute.
2. Commit to personal training and development and the attainment of a professional accounting qualification with a recognised qualifying body.

### **Functional Contacts**

1. All colleagues within the University Finance team
2. Subsidiary finance contacts
3. External auditors

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Group Financial Accountant

## Person Specification

As this is a career graded post, the requirements of the person specification increase with each level of qualification as per the table below. Progression within the role is dependent on meeting the criteria below.

In the first instance; your application will be reviewed against the appropriate level of criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the criteria.

An interview will be held as part of the stage of assessment. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### All criteria are essential unless indicated otherwise

At entry level (AD4)	At newly qualified level (AD5)	Stage
Knowledge of basic accounting principles. AAT qualification or early-stage training with a recognised accounting body. GCSE grade C in Maths and English.	Fully qualified accountant with a recognised qualifying body including the required examinations and practical work experience requirement.	1,3
Experience of working in an office or finance environment.	Experience of working in a finance team with some specific knowledge of financial accounting reporting.	1,3
Ability to produce reports, financial or otherwise, in a clear and concise manner that is understandable to individuals with varying levels of financial knowledge.	Ability to analyse data, produce reports and engage in discussions which influence individuals with varying levels of financial knowledge.	1,2,3
Good practical IT skills including Microsoft Office packages (Excel, PowerPoint, OneNote, Outlook) and some exposure to ERP systems and procedures e.g. Unit 4 (Agresso).	Experience of using various aspects of ERP systems (e.g. Unit 4 Agresso), including ability to challenge processes and contribute to improved systems and procedures.	1,2,3
Able to work under pressure and keep to deadlines, with appropriate support and supervision.	Able to plan, prioritise and work independently with minimal supervision.	1,3
Demonstrable commitment to continuing professional development and compliance with the requirements of a qualifying institute where relevant.		1,3
Willingness to attend all compulsory induction activities as specified by the University.		1,3
Able to deal with a variety of people in a professional manner and maintain confidentiality.		1,3
Experience of working individually and as part of a team with demonstrable interpersonal, oral and written communication skills.		1,3
A commitment to Equity, Diversity and Inclusion and experience of ensuring this is embedded in the workplace.		1,3

## Conditions of Service

The position is **FULL TIME** and **OPEN ENDED**. Salary will be on Administrative Services Grade 4, with progression to Grade 5 on completion of a relevant professional accounting qualification as outlined in the training contract and on meeting the required criteria.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>