

Finance Office

Group Financial Accountant

Job Ref: REQ250809

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Finance Office Summary

The Finance Office includes c.50 colleagues who deliver financial support to the University.

Teams within the department include Financial Control & Tax, Financial Management, Commercial Finance, 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: Management and Specialist Grade 7

Job Purpose: Manage a small team of Financial Accountants to ensure the implementation of appropriate policies, procedures and processes to ensure an effective control environment and drive insightful reporting with the University. Lead the consolidation process (University and Subsidiaries) and ensure efficient, and aligned, process across the group.

Job Duties

Financial Accounting Lead

1. Lead financial accounting, and year end processes to ensure delivery of timely and accurate external reporting in line with UK Accounting standards. Ensure clear and consistent policies are in place that deliver outcomes in line with University Financial Regulations, and clearly articulate these to all stakeholders in the University.
2. Be the University's technical expert on financial accounting, ensuring the University and subsidiaries apply the correct accounting treatments in line with UK accounting standards in all reporting. Monitor for upcoming changes in accounting standards, identifying those that will have significant impact on the University group and lead the implementation of changes to accounting practice where required.
3. Monitor and review accounting treatments applied to existing and new contracts and activities to ensure validity and be the first point of contact for any ad-hoc treatment queries. Proactively engage with new University and subsidiary activities, to ensure appropriate financial accounting treatments policies are applied concerns are addressed in advance.
4. Responsible for maintaining key elements of the University Chart of Accounts, ensuring close collaboration with Financial Planning and Analysis (and other applicable teams) to drive insightful reporting with a controlled framework.

External reporting

5. Lead the preparation of all parts of the University and Group Financial Statements and Annual Report, delivering the financial statements and co-ordinating narrative sections.
6. Develop relationships with subsidiary accounting teams and co-ordinate the preparation and delivery of approved Financial Statements for all University group companies, driving consistency in reporting across the group.
7. Lead and manage the preparation and submission of a range of other external reporting to regulators and statutory bodies such as the OfS, UKRI and ONS and Companies' House.
8. Co-ordinate the preparation and submission of Corporation tax returns for all group entities. Serve as a contact point for Corporation tax queries (supported by external technical experts where appropriate).
9. Lead the day to day relationship with the University's external auditors, liaising with them ensure a smooth process and resolution of any issues swiftly during both interim and year-end external audit.

Internal reporting and control

10. Lead the University balance sheet review process. Ensure rigorous management accounting processes are in place to ensure balances can be supported. Hold regular balance sheet reviews with applicable stakeholders.
11. Lead the month end close process for Financial Control. Work in alignment with Financial Planning and Analysis to deliver to a single month end close timeline which facilitates high quality and timely analysis. Deliver insightful variance analysis and forecasting of allocated central costs and accounting adjustments.
12. Support longer term forecasting by providing Financial Accounting advice to Financial Planning and Analysis as well as forecasting accounting adjustments over the forecast period.
13. Contribute to the effective running of the Financial Control team, both in delivering shared workload activity (e.g. supplier bank detail approvals) and by supporting the Financial Controller with ad hoc requests where appropriate.

Team Leadership (The role will lead a team of 3 people)

15. Lead and oversee Financial Accounting activities delivered by team (e.g. Fixed Assets and donation accounting as well as subsidiary accounting for LU Enterprises Limited). Ensure the team has a clear strategy and plan of work
16. Ensure timely and constructive Performance and Development Review process takes place, setting objectives which facilitate individual development.
17. Drive a culture of continuous improvement, seeking opportunities to leverage more efficient processes or the implementation of technology.
18. Work closely with other teams within finance to ensure a collaborative and efficient environment.
19. Play a key role in increasing the level of integration and alignment across the Subsidiaries, where relevant.

Functional Contacts

- Colleagues within the Financial Control team and the wider Finance Office.
- Subsidiary finance contacts.
- 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 Financial Controller

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

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

Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of working within a large and complex financial environment, with substantial experience of preparation of Statutory Accounts in compliance with IFRS/FRS102.	1,2,3
	Experience of leading decision making on accounting treatments and processes	1,2,3
	Experience of managing people	1,3
Skills and abilities	Ability to simplify complex processes and drive change where necessary	1,3
	Ability to articulate complex financial issues in simple terms	1,2,3
	Excellent attention to detail	1,3
	Excellent interpersonal and facilitation skills	1,3
	Experience of and ability to work within a confidential environment appropriately	1,3
	Evidence of working under pressure, with clear experience of self-motivation and workload prioritisation	1,3
	Ability to deal with complex technical issues in financial accounting	1,2,3
	Ability to understand and use financial systems	1,3
	Intermediate/high excel skills	1,2,3
	Strong communication skills to deal effectively with a variety of stakeholders	1,3
Training	Demonstrable commitment to continuing professional education and compliance with the requirements of a qualifying institute where relevant.	1,3
Qualifications	Fully qualified accountant with a recognised qualifying body (ICAEW, CIPFA, CIMA, ACCA).	1
Other	Commitment to observing the University's Equal Opportunities policy at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of Higher Education sector	1,3
	Experience of managing or overseeing a team	1,3
	Experience of group structures	1,3
	Participation in a governance structure involving lay/non-executive members, including committee work.	1,3
Skills and abilities	Experience of Agresso/Unit 4 ERP	1,3

Conditions of Service

The position is FULL TIME and OPEN ENDED. Salary will be on Management and Specialist Grade 7, £45,585 – £54,395 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for Staff Grades 6 and above, details of which can be found [here](#).

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/az/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/>