

FINANCIAL ACCOUNTANT

JOB DESCRIPTION

Department / Section:	FINANCE AND PLANNING
Location:	Waterfront Building, Neptune Quay, Ipswich
Grade:	Grade 7
Salary:	Within a range of £29,799 to £33,518 per annum
Contract status:	Fixed term (maternity cover)
Hours of work:	As necessary to carry out the duties of the post
Pension:	USS
Annual Leave entitlement:	30 days plus Bank Holidays and planned closure days.
Reporting to:	Head of Financial Operations
Responsible for:	1 Senior Finance Assistant and 2 Finance Assistants

Purpose of the job:

To contribute to the effective running of the University's Finance and Planning department by providing management support to the Head of Financial Operations in all aspects of Financial Accounting. Work areas include management of the accounts receivable, credit control and student bursary administration, administration of the finance system, and assistance with the preparation of annual financial statements and other statutory and regulatory returns.

Main Duties & Responsibilities:

- To assist in the preparation of draft annual financial statements in accordance with the relevant requirements of the Higher Education SORP and the Companies Act.
- To prepare statutory and regulatory returns as required and in coordination with the Financial Management and Management Information teams. Returns to be prepared include financial returns to the Higher Education Statistics Agency (HESA), Office for Fair Access (OFFA), and the Higher Education Funding Council for England (HEFCE).
- To prepare balance sheet reconciliations for all balance sheet accounts for review by the Head of Financial Operations, including management of the Fixed Asset Register.
- To assist both internal and external auditors in the course of their work and to liaise with them on the implementation of significant changes to systems or to the accounting framework
- To manage and oversee the accounts receivable, credit control, and student income and payment functions, including the University's bursary schemes: to include prioritising work areas, monitoring the workload of the team, performing annual appraisals and overseeing ongoing training and development of staff.
- To ensure that all income and expenditure is correctly recorded and is taken into account.
- To act as the main finance administrator of the finance system and provide expert advice on all areas of the finance system functionality.
- To resolve operational difficulties and seek efficiencies in working practices within the Financial Accounting function; this will include management of integration of the Finance system with other systems

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- To ensure that finance operations contribute to the student experience at University of Suffolk wherever appropriate. To provide expert advice on student funding and liability to all the University's departments as required.
- To monitor and develop processes and procedures within relevant work areas; to produce guidance documents for staff and to assist in the annual review of the University's Tuition Fee Policy and Credit Control Policy.
- To ensure compliance with the University of Suffolk Financial Regulations and to promote their use across the University.
- To represent the Finance and Planning department at cross-university administrative and working group meetings and to liaise with other administration managers across the University; this will include disseminating, and explaining the application of, rules and regulations to Heads of Department and colleagues at the Learning Network centres.
- To undertake other duties as required by the Head of Financial Operations which are commensurate with the grading of the post and the nature of the work.
- To ensure compliance with Health and Safety Regulations.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties undertaken within the Finance and Planning department are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the postholder to undertake the new duties.

Decisions to be made by the postholder:

- To identify priority areas of work for the financial accounting and income operations within the Finance and Planning department and allocate staff resources appropriately.
- To determine the appropriate treatment of discrepancies arising from reconciliation of balance sheet accounts, control accounts and other balances and to prepare correcting documentation as necessary.
- The post holder will be expected to decide on the appropriate content and format of advisory financial technical information available for staff and students on the University's intranet and web site
- To exercise judgement in the treatment of customer balances; to include making decisions on the application of the University of Suffolk Tuition Fee policy and Credit Control Policy
- To analyse and research solutions to operational difficulties and to determine and implement efficiencies in working practices.
- To determine with the Head of Financial Operations appropriate actions concerning staff performance and training needs.
- To agree and determine the application of University of Suffolk's accounting policies and Financial Regulations with the Head of Financial Operations.
- To ensure compliance with Health and Safety Regulations.
- To make other decisions as appropriate to the responsibilities of the role.

SELECTION CRITERIA

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Candidates will be assessed against the following essential/desirable attributes:

	Essential	Desirable
EDUCATION and QUALIFICATIONS	<ol style="list-style-type: none"> 1. Hold a full qualification with one of the Consultative Committee of Accountancy Bodies (CCAB) or CIMA qualified or international equivalent. 2. A willingness to undertake further professional training and development as required 3. A DBS check will be essential 	<ol style="list-style-type: none"> 1. Post qualification experience 2. First degree.
KNOWLEDGE and EXPERTISE	<ol style="list-style-type: none"> 4. A strong understanding of standard accounting policies and procedures and overall proven numerate skills and technical awareness 5. Proven financial accounting experience and understanding of the functions of financial software packages 6. Successful experience of developing and communicating new processes to cope with major change 7. Expertise in Financial Statement preparation and other statutory reporting 8. Proven ability of managing a team 9. Excellent knowledge of standard Microsoft Office applications, particularly Excel. 10. Understanding of VAT principles 	<ol style="list-style-type: none"> 3. Experience of working in an HE environment 4. Experience of managing and appraising staff 5. Experience of attending committees/ working groups to represent the Finance perspective
SKILLS	<ol style="list-style-type: none"> 11. Demonstrable IT skills (Accounting packages, Word, Excel, e-mail). 12. Strong interpersonal skills - able to deal tactfully and sensitively with people at all levels, maintaining good working relationships.. 13. Strong organisational skills 14. Demonstrable written and oral communication skills. 15. Advanced analytical and problem solving skills with the ability to make decisions within delegated authority and exercise good judgement. 16. Ability to work effectively under pressure whilst maintaining concentration and attention to detail. 	<ol style="list-style-type: none"> 6. Working with limited supervision
ATTITUDE	<ol style="list-style-type: none"> 17. Self-motivated to work independently. 18. Proven willingness to demonstrate personal responsibility and to use own initiative and resolve problems 	

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	19. Ability to lead, train and motivate staff. 20. Willingness to undertake further training and learn new skills. 21. Ability to embrace change and to adjust effectively to changing situations and demands.	
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Closing date: Sunday 22nd April 2018

Interview date: 30th April or 1st May 2018.

INFORMAL ENQUIRIES ABOUT THIS POST

For an informal chat about the position please contact the Head of Financial Operations, Claire Hughes on 01473 338354 or email c.hughes5@uos.ac.uk

APPOINTMENT TERMS

This post is offered on a full-time, fixed term basis to cover maternity leave of the post holder. The salary range for the post is **£29,799 - £33,518 per annum**, based on Grade 7 of the University's pay scale.

This post may be available on a job share basis, in which case applicants should state clearly that they are applying for job share and the basis of hours they seek to work.

FLEXIBLE WORKING

As a Top 30 Employer for Working Families 2016 and 2017, we consider flexible working requests for all our vacancies. e.g. adjustments to the working location, hours, time, or working on job share basis.

CRIMINAL CONVICTIONS

This post will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

EQUAL OPPORTUNITIES

The University of Suffolk is a diverse community and is committed to providing equality of opportunity to all staff and students. As users of the Disability Confident scheme, we guarantee to interview all applicants who declare a disability and who meet the minimum essential criteria for the vacancy.

NO SMOKING POLICY

A no smoking policy including the use of electronic cigarettes operates at all University of Suffolk premises.

APPLICATIONS

Please see below for specific instructions on how to apply. Please note that applicants who fail to return all the documents asked for may be discounted.

To apply for this post:

- All forms and information can be found on our website <http://www.uos.ac.uk/jobs>
- Fill in the Application Cover Sheet and include details of any flexible working request you are making
- Complete the monitoring form
- Attach a curriculum vitae and a letter of application setting out clearly how you meet the essential and desirable criteria for this post

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- Return them as Word (.doc) attachments by e-mail to: jobs@uos.ac.uk please put the post title in the subject box of your email.
- If you are unable to email your documents, you may post them to

**The Human Resource Team
University of Suffolk
Waterfront Building
Neptune Quay
Ipswich
Suffolk
UK
IP4 1QJ**

If you are unable to apply via the website please ask for an application pack from the address above, or by phone on 01473 338351.



About the University of Suffolk

After nine years of strengthening its reputation the University of Suffolk, formally known as University Campus Suffolk, achieved University status in 2016. This evolution was much faster than expected, faster than any other institution, which speaks volumes for the quality of education on offer here and the quality processes completed to achieve full status.

Before now, Suffolk was one of only four counties in the UK without a university, and both staff and students have been working towards establishing the institution as a distinct and reputable place of study. Considering its humble beginnings and the fact that the University of Suffolk is young and small compared to other institutions, its growth is of key economic and educational importance: putting Suffolk on the map as an exciting destination for students to learn and discover opportunity.

The University of Suffolk is agile and responsive, custom built for a changing world, absorbing the best of UK university traditions and aligning them with a twenty first century audience and a modern world of employment and entrepreneurship. It is committed to being economically relevant and having a measurable civic impact, whilst remaining student centric.

The University of Suffolk is comprised of the main Ipswich Campus, with learning networks in the Further Education Colleges in Bury St Edmunds, Great Yarmouth, Lowestoft, and at Suffolk New College, Ipswich.

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More information about the University of Suffolk is available on our website www.uos.ac.uk

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