



## Financial Accountant

<b>Job Title:</b>	Financial Accountant
<b>Reference No:</b>	
<b>Reports to:</b>	Financial Controller
<b>Grade:</b>	F
<b>Working Hours:</b>	37
<b>Faculty/Service:</b>	Finance
<b>Location:</b>	City Campus
<b>Main Purpose of Role:</b>	<ul style="list-style-type: none"> <li>To work as part of the Department's Management Team, and to lead the Financial Accounts team and be responsible for: providing detailed technical analysis and advice on statutory accounting, tax, treasury management, cashflow and capital forecasting, and any other compliance matters.</li> <li>To support the Financial Controller in ensuring that the University complies with all relevant internal and external policies, regulations, guidance, accounting standards, and governance requirements.</li> </ul>

### Key Responsibilities and Accountabilities:

#### Leadership & Management

Provide leadership and direction to staff in the Financial Accounts team and assist Faculties and Services to ensure financial regulatory requirements of the University and Group are met.

Identify and integrate HE sector best practice into all activities of the Financial Accounts function and provide input to cross University working groups in relation to accounting, corporation tax and VAT implications of University activities.

#### Financial Accounting

Responsible for the production of the University's and subsidiary accounts statutory accounts and to ensure the University has systems and controls in place to comply with all relevant accounting standards and guidance.

#### Tax Planning

- Completion of VAT and other relevant tax returns, ensuring all deadlines are met and the University Group operates in a tax efficient manner.
- Prepare, review and update the University Group Tax Strategy maintaining up to date knowledge and expertise of taxation relevant to the Higher Education sector.
- Advise on VAT and corporation tax issues across the University and suitable tax planning for the University group structure.

#### Relationship Management

Maintain positive links with internal and external auditors, HM Revenue and Customs, Faculties and Services within the University, and other teams within

	<p>Finance.</p> <p><b>Cash Management and Forecasting</b> Develop, implement and monitor daily, weekly, monthly and three yearly cash-flow reporting processes for the University group.</p> <p><b>Treasury management</b></p> <ul style="list-style-type: none"><li>• Responsible for effective treasury management of the University Group including cash deposits, investment of surplus funds and reporting, and making recommendations to the Director of Finance.</li><li>• Responsible for monitoring and reporting on covenant compliance and maintaining effective relationships with the University's bankers.</li></ul> <p><b>Capital Accounting</b> Responsible for capital accounting, and liaison with the project management officer and Facilities team regarding ongoing capital projects.</p> <p><b>Continuous Improvement</b> Identify and project manage business system improvements and developments within the Financial Accounts team, and provide support and advice to projects across the Finance team.</p>
<p><b>Special Circumstances:</b></p>	



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**Part 2A: Essential and Desirable Criteria**

	<b>Essential</b> <b>Qualifications and Professional Memberships:</b> <ul style="list-style-type: none"><li>• CCAB Qualified</li><li>• Relevant professional qualification and evidence of up to date continuing professional development</li></ul>
	<b>Knowledge, Experience and Skills:</b> <ul style="list-style-type: none"><li>• Strong technical and financial accounting skills</li><li>• Knowledge of current accounting standards and regulations</li><li>• Experience of working in a large, complex and dynamic organization</li><li>• Experience of working collaboratively with internal stakeholders and of developing and delivering a high quality, customer focused financial service</li><li>• Ability to clearly articulate complex financial issues</li><li>• Ability to demonstrate a proactive approach to service development and a commitment to improving systems and processes</li><li>• Well-developed influencing skills and the ability to persuade others</li></ul>
	<b>Desirable:</b> <ul style="list-style-type: none"><li>• Previous experience of working within the higher education sector</li></ul>
<b>Date Completed:</b>	February 2019