



#### INSERT JOB TITLE HERE

<b>Job Title:</b>	Financial Accountant
<b>Reference No:</b>	
<b>Reports to:</b>	Financial Accounts Manager
<b>Responsible For:</b>	Finance Assistants
<b>Grade:</b>	E
<b>Working Hours:</b>	37
<b>Faculty/Service:</b>	Finance
<b>Location:</b>	Edinburgh Building
<b>Main Purpose of Role:</b>	<p>To support the Financial Accounts Manager in the management of the Financial Accounts team to ensure that the financial regulatory requirements of the University are met. Specifically, the role will be required to assist the Financial Accounts Manager in the following:</p> <ul style="list-style-type: none"><li>• preparation of annual consolidated group accounts and single-entity accounts;</li><li>• preparation of regular management accounts for subsidiary companies of the University;</li><li>• technical accounting queries;</li><li>• capital accounting;</li><li>• cash flow forecasting and analysis; and</li><li>• tax compliance.</li></ul>
<b>Key Responsibilities and Accountabilities:</b>	<p><b>Management</b></p> <p>Provide line management to the Finance Assistants to ensure that the finance service plan is met.</p> <p>Implementing, maintaining, and continuous improvement of financial procedures in respect of control accounts, tax compliance, cash management, and capital accounting.</p> <p>Ensuring the Financial Accounts team complies with relevant policies and procedural guidance in respect of their duties and that an effective review process is in place.</p> <p><b>Financial Accounting</b></p> <p>Responsible for assisting the Financial Accounts Manager in the production of the annual financial statements (both consolidated group and single-entity) in accordance with relevant accounting standards and HE SORP.</p> <p>To prepare management accounts for a number of the University Group's subsidiaries, including one registered charity.</p>

To maintain a strong relationship with internal and external auditors and provide assistance to the Financial Accounts Manager in liaising with auditors to meet their information requirements.

To manage the process for review and completion of control account reconciliations.

### **Capital Accounting**

Responsible for liaising with Finance Business Partners to ensure that capital expenditure is accounted for in accordance with accounting standards and is managed efficiently.

Maintenance of the fixed asset register and further development of the system used to account for fixed assets.

Responsible for forecasting the annual depreciation charge.

### **Tax compliance**

To assist the Financial Accounts Manager in ensuring that the University complies with all relevant HE and national tax guidance.

To manage the Finance Assistants in the process for completing quarterly VAT returns and ensuring that there are effective processes in place for capturing all relevant VAT information from the finance system.

To assist in the completion of Corporation Tax Returns.

To assist the Financial Accounts Manager in providing relevant HE sector tax guidance to the wider Finance Department and University, in order to maintain compliance and maximise efficiency.

### **Cash management**

To assist the Financial Accounts Manager in monitoring the cash position of the University on an on-going basis and providing accurate, timely information to enable effective cash-flow forecasting.

To assist in ensuring effective treasury management procedures are maintained and followed by the Financial Accounts team.

### **Continuous improvement**

To assist the Financial Accounts Manager in creating, implementing, and maintaining effective policies and procedures to continuously improve the efficacy and efficiency of the Financial Accounts team.

To provide input into ad hoc projects aimed at improving the efficiency of the Finance Department as a whole and liaising with other members of the department and wider University to ensure an effective service is provided.

### **Internal Audit**

To act as a key point of contact and liaison between the University's Internal Auditors and internal sponsors in order to facilitate the timely delivery of the University's Internal Audit Programme.

**Special Circumstances:**

None



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

	<p><b>Essential</b></p> <p><b>Qualifications and Professional Memberships:</b></p> <ul style="list-style-type: none"> <li>• CIMA/CIPFA/ACCA/ACA qualified or actively working towards completion of qualification. Experience of working in a busy financial accounting environment</li> </ul>
	<p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Strong technical knowledge of accounting standards.</li> <li>• Strong financial accounting skills and the ability to manipulate large sets of complex data.</li> <li>• Experience of the preparation of management accounts.</li> <li>• Experience of implementing and managing new procedures necessary to maintain effective financial controls, drive efficiencies and improve value for money.</li> <li>• Experience of working in a large organization with a complex group structure.</li> <li>• Experience of meeting planned deadlines and evidence of ability to prioritise effectively.</li> <li>• Ability to make effective decisions requiring judgement and consideration of risk, in situations where there may be conflicting opinions/subjective information.</li> </ul>
	<p><b>Desirable</b></p> <p><b>Qualifications and Professional Memberships:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in the HE sector.</li> </ul>
	<p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Technical tax knowledge.</li> <li>• Experience of capital accounting.</li> <li>• Experience of staff management.</li> <li>• Experience of Internal Audit and assurance processes.</li> </ul>

**Part 2B: Key Competencies**

<p><b>Competencies are assessed at the interview/selection testing stage</b></p>	<p><b>Communication</b></p> <p>Evidence that the applicant can communicate effectively to both internal and external stakeholders and to adapt the style of communication to meet the needs of the audience.</p> <p>Evidence of the ability to prepare financial reports in a logical and effective manner to meet the needs of the user.</p>
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### **Planning and Organising Resources**

Evidence of the ability to manage staffing resources effectively to meet key deadlines, for example accounts and tax filing dates.

Evidence of the ability to prioritise work effectively based on risk and available resources.

Evidence of strong organizational skills to ensure effective management of staff work plans.

### **Service Delivery**

Evidence of proven track record in delivering high quality outputs and meeting deadlines.

Evidence of strong staff management skills.

### **Knowledge and Experience**

Evidence of relevant financial qualification.

Demonstration of strong technical accounting knowledge.

Evidence of experience working in a complex organization and an understanding of the University and the wider HE sector.

Experience of implementing and managing new procedures necessary to maintain effective financial controls, drive efficiencies and improve value for money.

Evidence of implementing and following procedural guidance.

Evidence of experience of management accounting, capital accounting, and relevant tax knowledge.

### **Decision Making Process and Outcomes**

Evidence of the ability to make reasoned decision based on the evidence available, with consideration to current risk and resources.

Evidence of understanding the need to consider the wider impact of any decisions made on internal and external stakeholders.

### **Analysis and Research**

Evidence of the ability to manipulate large sets of data and present this in an effective and timely manner to meet the needs of the user.

Evidence of the ability to articulate findings of data analysis in a clear and unbiased way.

**Date Completed:**