



Senior Accountancy Assistant x 2 posts

Department:
Finance

Status:
2 roles
1 x permanent : FIN-052/P
1 x 2 year fixed term : FIN-053/P

Salary:
Salary in the range of £25,627 to
£30,497 per annum.

***Closing date for applications:**
**12:00 noon on Thursday 9 June
2022**

Interviews are expected to take place
within 4 weeks of the closing date.

An application form, job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> or requested by email: jobs@bolton.ac.uk.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all applications submitted.

If an applicant is interested in more than one vacancy, a separate application must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the University reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

Are you interested in joining the number one University in Greater Manchester for student satisfaction?

The University of Bolton has set out on an ambitious enhancement agenda as a 'teaching intensive, research informed' University. Over the last 18 months the University has seen rapid expansion with the merger of Bolton College, Lancashire Outdoors Activities Initiative, and Alliance Learning; it has also established its own trading subsidiary.

The University is looking to recruit two Senior Accountancy Assistants to assist in the financial management, control and reporting of the University and its subsidiaries. Reporting to the Management Accountant, you will be required to advise managers in the University as well as subsidiaries, and, by working closely with the finance team, assist in preparing, managing and controlling the Group's financial planning, budget accounting, and external financial reporting; which will involve liaison between the finance function, academic groups, University services, partner organisations.

You will be responsible for the financial administration of the Capital Programme, and assist with Research, and Other Grants and Contracts; and in preparing regular and ad-hoc reports for the Management Accountant. In addition, you will assist in preparing a detailed annual budget for the University and its subsidiaries, together with detailed management account statements for each to show their financial performance against budget. You will also assist in producing mandatory returns (such as OfS and TRAC) as required.

You must be a qualified Accounting Technician with at least 2 years PQE, although this does not have to be within the Higher Education sector with experience of working with grant funded projects. This is a fantastic opportunity for someone looking to enhance their experience by transferring to the higher education sector.