

Accounts Assistant

Department:
Finance

Ref:

FIN-056/P

Salary:

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

***Closing date for applications:**

**12:00 noon on Thursday 18 August
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 an Accounts Assistants to assist in the financial management, control and reporting of the University and its subsidiaries. Reporting to the Financial Accountant, you will be required to assist with monitoring and control of all financial aspects of the University's Off Campus, Assisting with non-student direct invoicing for the University, managing and reporting on the debt position of the Off Campus Division, assisting with the month and year-end procedures, including the production of both regular and ad-hoc reports and assisting with the monitoring of student numbers and using this information to aid the preparation of budgets.

You will be responsible liaising relevant staff members in the Student Data Management function, Off-Campus Division and Apprenticeship Development to monitor student numbers, using this information to drive budgets and forecasts.

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