

Job Description

Position:	Accounts Assistant
School/Service:	Finance
Reference:	FIN-056/P
Grade:	5
Status:	Permanent
Hours:	Full-Time (36.25 hours per week)
Reports to:	Financial Accountant

Main Function of the Position:

To assist in the management and control of the University Group's financial position, in particular:

- Assisting with the monitoring and control of all financial aspects of the University's Off Campus Division.
- Assisting with the 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.
- Assisting with the monitoring of student numbers and using this information to aid the preparation of budgets.

Principal Duties and Responsibilities:

1. Ensure the timely invoicing and collections from organisations in accordance with the contracts.
2. Working with the Exchequer Controller, assist with the monitoring and reporting of the debt position relating to the Off Campus Division, in particular ensuring that non-student debts are collected within the University's terms of payment.
3. Liaise with relevant staff members in the Student Data Management function, Off-Campus Division and Apprenticeship Development to ensure appropriate student invoicing and assist in data submission to external organisations (e.g. OfS, SLC etc.) based on enrolments at various partner organisations.

4. Liaise with 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.
5. Calculate and confirm all franchise payments due to partners and ensure that they agree with the partner agreements. Monitor these calculations against budget, forecast and cash-flow.
6. Assist Off-Campus Division and Apprenticeship Development in carrying out regular financial performance reviews of the partnerships including student numbers, programmes, revenues, costs and surplus generation.
7. To assist with the coordination of key information flowing between the Finance Office and the Off-Campus Division and Apprenticeship Development.
8. To assist with the group's month and year-end closure of accounts, in particular the production of any regular and ad-hoc reports.
9. Assist in the maintenance of the University Group's accounting and financial control systems so that they are capable of producing timely and relevant information for all levels of user.
10. To be part of a team which will deliver training in devolved financial management and other procedures.
11. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with corporate and statutory requirements.
12. Maintain confidentiality in all aspects of the University's business to ensure the integrity and credibility of the University is maintained and protected.
13. Work flexibly as a member of the Finance team to support with other duties as required. To support University-wide activity such as graduation, clearing, etc).
14. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
15. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted jointly by the relevant manager in consultation with the position holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Management Accounts Assistant		Reference: FIN-036/P	
School/Service: Finance		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Degree in a relevant area or equivalent level qualification/experience	2	Application Form/ Documentation
1 b)	AAT or part-qualified CCAB recognised qualification i.e. ICAEW, ICAS, ICAI, CIMA, ACCA or CIPFA	1	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	A fundamental knowledge of financial control, budgeting and forecasting in a complex organisation	1	Application Form/Interview Assessment
2 b)	Demonstrate achievement of results in an environment where financial management impacts service delivery	1	Application Form/Interview
2 c)	Knowledge, understanding and ability to use modern spreadsheet and accounting software in the delivery and monitoring of financial services	1	Application Form/Interview/ Assessment
2 d)	An understanding of budgeting within Universities	2	Application Form/Interview
2 e)	Knowledge and experience of interpreting and reviewing contracts.	2	Application Form/Interview
2 f)	The ability to convey complex information to lay audiences	1	Application Form/Interview
2 g)	An understanding of the framework within which Universities are funded and governed	1	Application Form/Interview
2 h)	Excellent customer focused skills, able to interact effectively with staff and stakeholders at all levels.	1	Application Form/Interview
3	Experience		
3 a)	Experience of operation at an equivalent level in a substantial organisation	1	Application Form/Interview
3 b)	Experience of operating in a context where there is a requirement to demonstrate public accountability	2	Application Form/Interview
3 c)	Experience and ability to challenge and improve existing procedures	1	Application Form/Interview
3 d)	Experience of budget preparation and stakeholder liaison	1	Application Form/Interview/ Assessment
3 e)	Experience and ability to work to deadlines	1	Application Form/Interview
3 f)	Experience in developing successful partnership arrangements with internal and external providers	1	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview

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Criteria			
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Able to work successfully as part of a team and individually under own initiative	1	Interview
4 d)	Sensitive to individual difference and in dealing with colleagues/partners and stakeholders from different cultural backgrounds.	1	Interview
4 e)	Good interpersonal skills and a good team player	1	Interview
5 Other			
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Freedom of Information Act, Health and Safety, Prevent and the Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of the grade.