|  |  |
| --- | --- |
| Last updated: | Jan 23 |

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Post title: | **Accountancy Assistant** |
| Academic Unit/Service: | Professional Services |
| Faculty: | Finance |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 2b |
| \*ERE category: | n/a |
| Posts responsible to: | Professional Services Accountant |
| Posts responsible for: | None |
| Post base: | Office-based |

|  |
| --- |
| Job purpose |
| To provide comprehensive, effective and efficient accountancy support to the finance department and its external customers. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | Monthly analysis of salary costs and other monthly tasks, investigation of anomalies and correction of errors. | 40 % |
|  | To contribute to the development of administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness.  | 10 % |
|  | To analyse, manipulate and interpret complex information in order to compile detailed summary reports. | 10 % |
|  | Administer and co-ordinate the financial and budgetary requirements of a range of projects either internally funded or externally funded contracts/grants. Preparation of reports and/or final accounting statements. Raising requisitions, invoices, recharging and journals in Agresso in a timely manner. | 10 % |
|  | Meeting financial processing requirements such as:* process invoices and orders,
* make effective use of Agresso financial administrative processes.
* project house-keeping in Agresso
* financial approval of transactions up to set limits
 | 25 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| * The post holder will be expected to act as part of a team with the other members of the Professional Services Finance Team. Members will assist each other with their roles as necessary.
* Professional Services – The nature of the post holder’s tasks will require frequent communication with Professional Services based staff.
* Funding Bodies – in the administration of external contracts and recovery of monies due.
 |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of NVQ2, GCSE.Previous work experience within an administrative or finance support role.Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages.Able to demonstrate a good knowledge of the role and its context.Able to produce clear, accurate and concise written documentation.Experience of analysing data and presenting summary information clearly. | Experience of monitoring a small-scale budget (e.g., stationery).Educated to A level standard or equivalent.Previous work experience within an administrative or finance support role | Application/Interview |
| Planning and organising | Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.Ability to work well with minimum supervision. |  | Application/Interview |
| Problem solving and initiative | Able to solve a range of problems with minimal support by seeking information independently, whilst working within standard procedures. |  | Application/Interview |
| Management and teamwork | Able to contribute to team efficiency through sharing information and constructively supporting others.Ability to adapt well to change and service improvementsAble to deal with a variety of stakeholders.  | Ability to effectively allocate work and check the work of others ensuring required service standards and deadlines are met. | Application/Interview |
| Communicating and influencing | Able to seek and clarify detail.Able to demonstrate own duties to other colleagues as required.Ability to deal with sensitive information in a confidential manner. | Experience of providing advice on administrative procedures to colleagues and external customers. | Application/Interview |
| Other skills and behaviours | IT literate and competent in the use of Microsoft Excel. | Experience with Microsoft Word. | Application |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |