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| Last updated: | Nov 19 |

**JOB DESCRIPTION**

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| Post title: | **Assistant Accountant** | | |
| Academic Unit/Service: | Professional Services | | |
| Faculty: | Finance | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Deputy Head of Faculty Finance/Deputy Head of Faculty Research & Enterprise Finance/Faculty Accountant/Research Accountant | | |
| Posts responsible for: | Accountancy Assistants (L2b) | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To ensure the provision of comprehensive, effective and efficient administrative support to the department and its external customers. Apply judgement and provide detailed, specialist advice and guidance as required, offering financial advice. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To oversee administrative support processes, supervising the work of clerical/administrative/accountancy assistants, to ensure work is completed in an accurate and timely manner.  Providing research or non-research accounting support to faculties/professional services, including project costing and budgetary control reporting. | 10% |
|  | To review procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change. Carry out analysis of data, e.g. monthly analysis of salary costs, investigation of anomalies and correction of errors, review of costing activity levels  Financial approval of transactions up to set limits.  Provide general financial advice to budget holders. | 15 % |
|  | To provide detailed advice and guidance to budget holders on specialist defined processes and procedures to internal and external customers, using judgement to suggest the most appropriate course of action where appropriate. | 15 % |
|  | To perform detailed analysis, manipulation and interpretation of specialised data to create reports highlight, and prioritise issues.  Develop an up to date knowledge of the proposal and award stages of research grants. Take the lead for pre- or post-award work for research grants and contracts using ARCP, and maintaining accuracy of system data for analysis.  Handle correspondence from funding bodies, investigators and administrators regarding grants/applications. | 30 % |
|  | Administer and co-ordinate the financial and budgetary requirements for internally funded or externally funded contracts/grants. Preparation of reports and/or final accounting statements. Maintenance of projects in Agresso including ensuring project milestones is accurate. Raise invoices as required in a timely manner. | 15 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. Deputisation for Faculty/Professional Services Finance Manager at meetings. | 15 % |

| Internal and external relationships |
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| The post holder will be expected to act as part of a team with the other members of the Business Support Finance Team. Members will assist each other with their roles as necessary.  Faculties/Professional Services – The nature of the post holder’s tasks will require frequent communication with Faculty/Professional Services based staff.  Executive Director of Finance, Directors of Finance – in the carrying out of various ad-hoc tasks as required.  Funding Bodies – in the administration of research contracts and recovery of monies due. |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Able to apply a comprehensive understanding of relevant University systems and procedures,and an awareness of activities in the broader work area.  Ability to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.  Ability to make effective use of standard office computer systems including word-processing and spreadsheets.  Experience of working in a Finance department role. | Relevant degree (or equivalent qualification or experience).  RSA II word-processing (or equivalent qualification or experience)  Financial administration/budget monitoring experience. |  |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Ability to successfully plan and deliver administrative projects over a period of several months.(e.g. to co-ordinate an event)  Complete tasks with attention to detail ensuring accuracy at all times. |  |  |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods. |  |  |
| Management and teamwork | Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to ensure staff are clear about changing work priorities and service expectations.  Ability to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. | Successful supervisory experience. |  |
| Communicating and influencing | Able to elicit information to identify specific customer needs.  Able to offer proactive advice and guidance.  Ability to deal with sensitive information in a confidential manner. |  |  |
| Other skills and behaviours | Candidates will be expected to be IT literate and should be competent in the use of Microsoft Excel.  Experience with Microsoft Word and Access would be advantageous. |  |  |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

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

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| 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.

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| **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 |  |  |  |