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**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 Professional Services Finance | | |
| Posts responsible for: |  | | |
| Post base: | 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 |
| --- | --- | --- |
|  | Monthly analysis of salary costs, investigation of anomalies and correction of errors. Salary forecasting and costing of business cases. | 15 % |
|  | Financial approval of transactions up to set limits | 5% |
|  | To review procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed | 10 % |
|  | To assist budget holders with financial advice as well as monitoring current levels of spend and reporting variances where appropriate  To play a pivotal role in the monthly financial review meetings with budget holders encompassing variance reporting, and challenging future forecasts to ensure budgetary control.  To monitor forecasts against budgets and to have meaningful discussions where the efficiencies can be made  Assist with Procure to Pay duties e.g. travel and expense claims, supplier invoices and payment queries when required | 40 % |
|  | 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. 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. Deputization for Professional Services Finance Manager at meetings.  Active participation in the team meetings and developing members of the team | 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 Faculty/Professional Services 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.  Funding Bodies – in the administration of external 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.  Financial administration/budget monitoring experience. | Relevant degree (or equivalent qualification or experience).  RSA II word-processing (or equivalent qualification or experience)  Studying for an accountancy qualification |  |
| 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) |  |  |
| 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 would be advantageous.  Must be able to challenge the status quo |  |  |
| 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 |  |  |  |