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| Last updated: | Nov 24 |

**JOB DESCRIPTION**

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| Post title: | **Faculty Accountant** |
| Academic Unit/Service: | Professional Services |
| Faculty: | Finance |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a |
| Posts responsible to: | Head of Faculty Finance |
| Posts responsible for: | Assistant Accountant |
| Post base: | Highfield / SGH  |

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| Job purpose |
| To support the Finance Department and the Faculty staff by providing financial advice, guidance and management information within the Faculty. |

| Key accountabilities/primary responsibilities | % Time |
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|  | Responsible for overseeing the finances for the Faculty or Research including the budget setting, monthly monitoring and forecasting.  | 30 % |
|  | To give professional accounting advice, providing approval for costings and contracts and acting as the focal point of contact for all research grants and contracts.To ensure maximum contribution to the overall economy and applications comply with University, Faculty and Sponsor regulations. | 15 % |
|  | Manage and develop a team of staff supporting the Faculty finance needs. | 10% |
|  | Responsible for the finances for any Faculty Research Facilities, Trading Units, including an annual review of charge out rates. | 20% |
|  | Using specialist knowledge and an understanding of the research activity across Schools, contributing to the forecasting of future research income and expenditure patterns. To use this knowledge to inform in-year forecasts for management accounts and to inform annual Business Planning round.  | 5 % |
|  | To be responsible for financial approval of employment contract changes and advertising new positions within the Faculty.  | 5% |
|  | Prepare Management Information for monthly board and committee meetings. | 5% |
|  | To Deputise for the Head of Faculty Finance where necessary and take an active role in the management of the whole Faculty Finance | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Other members of the department/University staff.External customers (Research Councils, major sponsors)Research Innovation ServicesRelevant suppliers and external contacts |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Professionaly qualified accountant or finalist with track record of passing exams.Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University.Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University. | Membership of relevant professional body. | Evidence of CertificatesExperience via Interview |
| Planning and organising | Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.Ability to plan for and work toward known deadlines. | Experience of successful project management and or working to deadlines | Interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them. |  | Interview, providing examples or previous tasks |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.Able to formulate development plans for own staff to meet required skills. | Experience of successfully managing and developing staff. | Interview |
| Communicating and influencing | Able to provide accurate and timely specialist guidance on complex issues.Able to use influencing and negotiating skills to develop understanding and gain co-operation.  |  | Provision of examples and achievements at interview |
| Other skills and behaviours | Must have an excellent working knowledge of accounting systems.Competent user of Microsoft Office packages, especially Excel and Word. |  | Specific questions at interview |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

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

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| [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.

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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  |  |  |  |