



Staffordshire
University
Services Limited

Job Description

Job Title	Assistant Financial Accountant
School/Service/Institute	Financial Services
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 6
FTE/Hours	1.0 FTE

Job Purpose

- To underpin the delivery of the University goals, by ensuring that all resources are in the right place at the right time, performing to the required standard.
- Ensure all income and expenditure is accounted for accurately in accordance with Financial Regulations, University Policies, HM Revenue and Customs and conditions set by funding authorities.
- To assist managers in providing a professional, prompt, efficient and reliable service to departments, employees, customers and suppliers, ensuring funds are properly planned and controlled.
- Monitor and check that accounting procedures are adhered to in line with audit requirements, completing all necessary returns and transfers.

Relationships

Reporting to:	Senior Financial Accountant
Responsible for:	None
Key working relationships:	Finance Systems Team, Finance Business Partners, Accounts Payable and Accounts Receivable

Main Activities

- Deputise for the Senior Financial Accountant, carrying out day-to-day supervision of the Financial Accounts Team in their absence.
- Undertake regular reconciliation of Balance Sheet Accounts as required by the Senior Financial Accountant. Investigating and rectifying discrepancies.
- To support the year-end closedown of accounts, ensuring compliance with relevant legislation. Providing clear working papers and assistance with audit queries.

- Complete statutory returns in accordance with agreed deadlines. Ensure the information supplied can be evidenced by a clear audit trail performance reconciliation to source systems as appropriate.
- Administer, maintain and reconcile the Fixed Assets register, processing fixed asset additions, disposals and running depreciation.
- Receive and check payroll data from the payroll team ensuring correct accounting treatment of payment types. Investigate, resolve and refer discrepancies as appropriate and prepare payment analysis to HM Revenue, Department of Social Security, and Department for Education, Staffordshire County Council and Teachers Pension. Updating the financial system and create data reports for use by stakeholders.
- Administer banking arrangements including investments and loans, keeping all files, including signatory lists and other administrative details up to date. Undertake regular bank reconciliations including ensuring all transactions are accurately identified and allocated in a timely manner. Keep all banking procedures up to date.
- Assistance with the accounting activities of companies and funds associated with Staffordshire University subsidiaries.
- Prepare and file all University and subsidiary corporation tax and VAT returns. To keep abreast of tax and VAT legislation and Charities Act changes, liaising with the University tax advisors to develop annual tax planning cycle. Advise Facilities and Services on indirect and direct tax issues.
- Maintenance of contracts/operating and finance lease registers and undertake regular checks to ensure correct accounting treatment.
- Assistance with the administration of University's insurance claims and processes.
- To participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- To undertake any other duties as may reasonably be required by the Director of Financial Operations
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

The role holder, ideally, must have or be studying for an accounting professional qualification - AAT/ACCA/CIMA/FCA

The role holder must have significant financial accounting experience.

Professional Development

The University will support and encourage the postholder to engage in continuous

professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.