

Job Description

Role Title:	Head of Financial Accounting
School / Dept:	Finance Department
Directorate:	Professional Services
Reference:	MPF1679
Grade:	Grade 10
Full or Part time:	Full time
Hours:	1.0 FTE / 36.25
Reports to:	Deputy Director of Finance

Overview

The Finance Department is responsible for the overall financial management of the institution including subsidiaries. The division provides a full range of financial services to the University, including management and financial accounting services. The University has devolved systems of planning and budgeting, and the Finance Department works closely with Academic areas and Professional Services to maximise the opportunities for the University within an appropriate control environment.

The main focus of the role is to lead the Financial Accounting team which is responsible for the preparation of statutory accounts, monitoring of fixed assets and cash flow and preparation of various tax returns including VAT and corporation tax, income and treasury management including collection of student fees, banking, investment management and debt recovery, payments to suppliers, maintenance of financial regulations and procedures and working with the Financial Analysis & Reporting team to produce information for the quarterly accounts pack.

Role Purpose

The post holder is a member of the University's senior financial team and is responsible for preparation of the University's financial accounts. The role will also lead the Financial Accounting, Income and Treasury and Accounts Payable teams. The post holder is responsible for ensuring the

accurate recording of all financial data, co-ordinating the preparation of the Group annual accounts, including year-end audit files, and making tax returns. In addition, the post holder will ensure the integrity of the University balance sheet, promote a strong internal control environment, liaise with external and internal audit and ensure policies are reviewed regularly and maintained in line with relevant legislation.

Principal Duties & Responsibilities

- Coordination and production of the University Group Accounts and lead the work on the year-end audit.
- Work with the Financial Analysis & Reporting team to produce information for the quarterly accounts pack, including a forecast outturn and details of major financial opportunities, threats and risks, and lead on cash and balance sheet information.
- Co-ordination of the preparation of the annual accountability returns to the Office for Student (OfS) and submission of subsidiary statutory accounts to Companies House.
- Oversee and contribute to the preparation of tax returns including VAT and Corporation tax returns for University and subsidiary companies.
- Management of income, cash and debt recovery, liaising with investment advisors, and finance lead for banking activities.
- To contribute to the 5-year financial plans for the University, including relevant key performance indicators.
- Leading the Financial Accounting, Income & Treasury Management and Accounts Payable teams including recruitment, performance development reviews and training.
- Input into the development of the University accounting system so that the underlying accounting records are accurate and information is produced on a timely and efficient basis.
- Promoting a strong internal control environment which minimises the risk of fraud.
- Pro-actively consider and prepare appropriate reports for Council committees on audit, taxation, legislation, pension and accounting matters.
- Lead the relationship with external and internal auditors and tax advisors.
- Ensure Accounts Payable is managed effectively so payment compliance is high.
- As a member of the Senior Team, provide leadership to the finance team and contribute to the delivery of a high performing finance department, aligned with the University's strategic aims.
- To engage in University wide projects and central activities as necessary and represent the University at external meetings as required.
- Deputise for the Deputy Director of Finance as required.
- Advising the Deputy Director of Finance and Director of Finance on arrangement of the group and structure of transactions so that they are tax efficient.
- Leading and advising the Deputy Director of Finance and Director of Finance on accounting options with recommendations e.g. Implications of FRS102.
- Develop and maintain the University's financial policies and guidance e.g. Financial Regulations & Treasury management. to comply with legislation and best practice.
- To ensure compliance with key financial processes and deal swiftly with any audit recommendations.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Deputy Director of Finance.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Fully qualified accountant (CCAB) (E)
2. Appropriate professional membership (E)

Background and Experience

3. Substantial post qualification experience working in a financial accounting environment. (E)
4. Experience of the preparation of group accounts to tight deadlines. (E)
5. Experience of VAT and corporation tax. (E)
6. Experience of leading high performing teams. (E)

Knowledge

7. In depth understanding of the structure and operation of large-scale financial information systems. (E)
8. Good working knowledge of the Higher Education Sector including HE SORP, FRS 102. (D)

Skills and Competencies

9. Maintain knowledge of technical accounting developments on an ongoing basis. (E)
10. Excellent communication & interpersonal skills with ability to communicate and build effective stakeholder relationships with all levels in the organisation. (E)
11. High level of motivation, proactive approach with good organisational and planning skills. (E)
12. An ability to build and manage teams that are responsive to changing requirements. (E)
13. Ability to manage time and organise team workload to meet deadlines. (E)
14. High levels of literacy and numeracy. (E)
15. Strong Analytical Skills. (E)