



Candidate Information

Position:	Financial Accountant
School/Department:	Finance
Reference:	18/106956
Closing Date:	Friday 7 December 2018
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Tuesday 11 December 2018

JOB PURPOSE:

We are looking for a qualified accountant to improve our student and staff experience through the delivery of new digital payment platforms combined with process improvements, as well as oversee day to day banking and income activities.

Working in the Student Finance Office with a team of 12 you will be responsible for ensuring the efficient and effective operation of the Student Finance Office so that all income is properly secured, accounted for and reconciled. You will also have responsibility for the delivery of income related functions, including Payment Card Industry Data Security Standard (PCI DSS) compliance, Merchant Services and Cash Handling.

MAJOR DUTIES:

1. Assist in the development and implementation of the University's Digital Payment Strategy, including identifying and implementing systems and business process improvements, to ensure a positive impact on the student and staff experience.
2. Assist in the production of the University's financial accounts, reports and returns on a timely and accurate basis by ensuring that all income is accurately accounted for and the University's bank accounts are fully reconciled.
3. Responsible for ensuring that the transfer of electronic data from the Student Information System (Qsis) into the University's Financial Accounting System (Qfis), is appropriately validated and that all associated control accounts are reconciled on a monthly basis in accordance with internal and external audit requirements.
4. Liaise with the University's internal and external auditors to ensure audit requirements relevant to the Student Finance Office are met.
5. Daily management of the University's merchant services contract and the management of the University's cardholder data environment.
6. Assist in the management of the University's annual validation of Payment Card Industry Data Security Standard (PCI DSS) compliance and management of the PCI DSS internal audit function, to ensure the delivery of 1) an effective annual monitoring programme, 2) an annual programme of training, and 3) advice and guidance.
7. Assist in the management of the University's internal cash handling audit function to ensure the delivery of 1) an effective annual monitoring programme and 2) an annual programme of training, and 3) advice and guidance.
8. Supervision of relevant staff to ensure that the Student Finance Office operates in an efficient and effective manner to ensure the provision of an excellent customer service.
9. Deputise for the Student Finance Accountant in their absence.
10. Provide other duties in support of the overall aims and objectives of the Finance Department and the University.

Planning and Organising:

1. Plan and deliver the annual monitoring programmes of the Compliance functions for PCI DSS and Cash Handling.
2. Assist in the planning for annual revalidation of PCI DSS Compliance
3. Assist in planning for the delivery of the University's Payment Strategy Review and implementation.
4. Assist in a review of the current customer service delivery and provide recommendations for improvements
5. Develop appropriate team and individual workflow and activity scheduling for the Income and Compliance team in order to meet operational plan targets/deadlines.
6. Plan all month-end and year-end timetables and ensure delivery of all reconciliation within agreed timeframes.

7. Participate in the planning of improvements to the Student Finance team's business processes for integration into the new Student Services Centre.

Resource Management Responsibilities:

1. Responsibility for ensuring all income received in the Student Finance Office is properly secured, accounted for and reconciled in timely manner, in accordance with established Audit procedures.
2. Ensure that relevant staff are appropriately supervised and trained to
 - perform individual job function effectively.
 - maintain an efficient customer service across the section as a whole.
3. Participate in the recruitment of all Student Finance Office staff.
4. Responsible for stocks and stores of equipment and supplies within a delegated budget so that resources are available when required.

Internal and External Relationships:

1. Regular liaison with University's Bank management team and the University's Merchant Services management team to ensure that the bank's service is delivered in accordance with their Service Level Agreement.
2. Regular liaison with the University's external auditors.
3. Regular liaison with the University's internal auditors in relation to
 - the annual Cash and Bank audit
 - the completion of the annual DfE Return on Student Support funding- special one-off projects.

ESSENTIAL CRITERIA:

1. Honours degree (or equivalent qualification) in any subject.
2. A member of a recognised accountancy body (ACA, ACCA, CIMA, CIPFA or equivalent).
3. At least 2 years' post qualification experience, with a minimum of 2 years' recent relevant experience in a large accounting/finance environment
4. At least 2 years' experience of managing a team of Finance staff.
5. Practical experience in the preparation of financial accounts, reports and returns.
6. Practical experience of performing control account reconciliation, in accordance with internal/external audit requirements.
7. Experience of dealing with internal and external auditors.
8. Experience in the use of complex accounting /information systems.

DESIRABLE CRITERIA:

1. Experience of working in Finance within Higher or Further Education.
2. Appreciation of HE policies and processes and wider issues affecting the sector.