

Candidate Information

Position:	Capital Accountant
School/Department:	Financial Management and Resource Utilisation
Reference:	19/107980
Closing Date:	Monday 9 December 2019
Salary:	Salary will be commensurate with stage of career.
Anticipated Interview Date:	Week commencing 6 January 2020

JOB PURPOSE:

To provide a comprehensive, professional financial management service to support the University's Estates Directorate, the University's 5 year Capital Development Plan and its Fixed Asset and Equipment registers.

MAJOR DUTIES:

1. Take responsibility for the financial management of the University's extensive 5 year Capital Development Plan, to include the provision of a suite of dynamic financial management reports to the University's Capital Projects Group on a regular basis.
2. Assume responsibility for all monthly, quarterly and annual capital accounting procedures. This will include monitoring of expenditure together with variance analysis, monitoring and management of capital receipts against agreed timescales from external funders together with processes to inform statutory reporting.
3. To prepare detailed annual budgets at Directorate for the estates Directorate on a "total economy basis" and ensure that these are regularly reviewed and updated and that they accurately reflect the underlying level of costs within the context of the broader University Strategy.
4. To prepare accurate in-year estimates which are representative of trends within Estates to pre-defined deadlines. These estimates are consolidated into the Corporate estimates which are presented to the University Executive Board and Planning and Finance Committee.
5. To review monthly performance against budget/estimate and provide detailed analysis and commentary on Professional Services/Directorate performance hi-lighting positive and negative trends on a quarterly and year to date basis to predefined deadlines.
6. Assist the production of the University's monthly management accounts and development of timely and accurate corporate information including production of the University's Financial Forecasts (5 year financial strategy) and Estimates (current and one year ahead) and Corporate Financial Report (in year).
7. Undertake year end procedures required for the production of the University's statutory financial accounts, to include the maintenance of a Fixed Asset register.
8. Take responsibility for the accounting and reporting arrangements for projects funded from capital grants, ensuring the requirements of external funders are met. This will include the provision of project life profiles, the submission of monthly grant claims together with the production of quarterly, annual and final reports together with Post Project Evaluations (PPEs).
9. Play a lead role in the preparation and production of economic appraisals to Government 'Green Book' standards in accordance with the requirements of major external capital grant funders.
10. Assist fully in the development of capital reporting arrangements as required. In particular to assist with developing a fully tested suite of reports to inform both internal and external reporting.
11. Provide financial data to support the work of relevant University Capital Committees and Working Groups within the University e.g. Capital Projects Group, Project Steering Groups and Working Groups.
12. Assist as required with the implementation and management of the Belfast Regional City Deal.
13. Take day to day responsibility for the maintenance of the University's Equipment Register.
14. Any other duties as may be required by the Capital and Costing Section and the Director of Finance.

Planning and Organising:

1. Highly organised, self starter, with the ability to work on own initiative.
2. Plan and organise individual work schedules of self and Cost and Capital Assistant to ensure the delivery of a professional financial management support service to the Estates Directorate and to deal with ad-hoc requests for financial information on a daily basis.
3. To balance the internal corporate demands of central financial reporting with the provision of professional support to the Estates Directorate and the increasing reporting requirements of DfE and other capital grant funding providers.
4. To manage conflicting priorities in an environment of competing needs and changing priorities. To plan and organise work to adhere to appropriate cycle of business timescales.

Resource Management Responsibilities:

1. Maintain and monitor budgets for all capital projects – the current 5 year Capital Development Plan has approved projects totalling approximately £280m.
2. Maintain and monitor budgets for Estates revenue funded operations.
3. Responsible for the management of claims to all external capital grant funders.
4. Supervise the work of the Cost and Capital Assistant Accountant and help decide how resource should be best employed to meet competing deadlines.
5. Provide professional specialist knowledge in the area of capital accounting.
6. Assume considerable delegated responsibility for many of the capital accounting processes of the Capital and Costing Section.

Internal and External Relationships:

1. Liaise closely with colleagues and capital project leaders throughout the University on relevant capital matters, in particular with senior staff within the Estates Directorate.
2. Assist with providing capital reports to inform University Management Board, the Capital Projects Group together with various Steering Groups and Working Groups set up to monitor major capital projects.
3. Maintain regular links with colleagues in DfE and other funder organisations to inform and develop reporting requirements.
4. Act as main point of contact for External Auditors in relation to Capital Accounting.

ESSENTIAL CRITERIA:

1. * Educated to a degree level (or equivalent) with professional qualification in accountancy (CCAB or equivalent).
2. *At least 3 years' post qualification experience in an accounting/ finance environment with large and complex accounting systems.
3. * Practical and demonstrable experience in the preparation of economic appraisals and the application of spreadsheets.
4. Knowledge of the work practices and professional guidelines relevant to capital accounting, preferably in the Higher Education sector.
5. High level of communication and interpersonal skills with the ability to communicate at all levels in the organisation.
6. Ability to analyse complex issues.
7. Ability to monitor performance effectively and set and achieve clear objectives.
8. Experience of staff supervision.
9. Able to work on own initiative and as part of a team.