

Candidate Information

Position: Financial and Risk Accountant
School/Department: Accounting Services
Reference: 22/109592
Closing Date: Monday 28 February 2022
Salary: £42,149 - £51,799 per annum.
Anticipated Interview Date: Tuesday 15 March 2022

JOB PURPOSE:

To provide a comprehensive and professional financial accounting service within the University's Finance Directorate. This includes leading and developing financial accounting services in respect of the University and its subsidiaries and the provision of guidance and support in relation to the University's risk management, audit and financial governance arrangements.

MAJOR DUTIES:

1. To lead and develop the financial accounting function within the University to drive efficiency and promote effective financial reporting, to deliver effective working capital management and ensure the integrity of the general ledger information.
2. To play a leading role in the efficient and effective preparation of the University's annual consolidated financial statements and other financial returns, including the provision of professional guidance in respect of technical accounting issues and liaison with the external auditors as appropriate.
3. To advise and assist in the development of comprehensive financial processes, procedures and controls to minimise risks and promote efficient and effective business processes and ensure adherence to best practice.
4. To proactively manage, develop and promote the University's risk management arrangements ensuring that the principles are embedded throughout Faculties and Directorate's. This will involve liaising with senior staff across the university and providing guidance and training as appropriate.
5. To liaise with the University's Internal Auditors to ensure the annual internal audit plan is delivered effectively and efficiently and the Internal Audit Function continues to add value. In addition, to ensure that the Internal Audit recommendations are implemented effectively and within agreed timescales.
6. To manage the University's Fraud Policy including acting in a fraud liaison role with staff at all levels and undertaking special investigations as required.
7. Provision of comprehensive financial management services to a number of the University's subsidiary companies to include the preparing of financial statements, management of the external audit process and the preparation of budgets, forecasts and other financial information as required.
8. To provide a Company Secretarial Function for a number of the University's Related Companies.
9. To liaise effectively with Finance and other staff across the University, to proactively develop systems and reporting (in particular balance sheet and cash flow reporting) enhance data quality, promote best practice in respect of financial accounting and provide guidance and advice on financial accounting issues.
10. Management of staff to ensure effective delivery of objectives and to maximise individual and team potential.
11. To participate in working groups and discrete projects where relevant and any other duties as considered appropriate by the Director of Finance.

Planning and Organising:

1. Plan work schedule for the section to ensure that all tasks are completed within established deadlines. This will include monthly quarterly and annual tasks including the preparation of the financial statements, other statutory returns and reporting to Risk Management Committee/ Audit committee.
2. Responsibility for prioritising tasks in the section in areas of conflicting demands in conjunction, where necessary, with line manager and other senior finance staff.

3. Initiate and implement process changes to optimise business processes in line with University strategy and objectives.

Resource Management Responsibilities:

1. Manage the section with responsibility for monitoring resource requirements, in particular staffing.
2. Considered a “specialist” in the area of risk and corporate governance.
3. Close liaison with Internal and External Auditors and Internal Auditors to ensure the delivery of an effective, added value service.
4. Act as mentor to Accounting Services staff promoting professional effectiveness.

Internal and External Relationships:

1. Develop and maintain contacts with appropriate personnel in the University's schools and departments particularly in respect of Risk Management.
2. Build and develop a strong team ethos underpinned by the University's and Directorate's core values.
3. Develop streamlined and professional relationship with Internal and External auditors to ensure effective delivery of services.
4. Maintain external links with professional and other specialist bodies or groups.
5. Develop high quality working relationships with a range of staff within the Finance directorate to ensure delivery of the Directorates objectives.
6. Maintain links with BUFDDG and other statutory and external bodies to ensure ongoing compliance and delivery of best practice and knowledge of changes in legislation, accounting standards and other regulations.

ESSENTIAL CRITERIA:

1. * A professional accountancy qualification.
2. * Significant relevant experience in an accounting/finance environment working with large and complex accounting/management information systems.
3. * Experience of the successful delivery of statutory and/or other financial reporting requirements.
4. * A minimum of one years' experience in staff management.
5. Demonstrable knowledge of the use of financial accounting techniques in a computerised integrated accounting environment.
6. Detailed understanding of accounting standards and guidelines.
7. Can demonstrate knowledge of effective risk management processes and experience in developing internal control systems to ensure probity and accountability for resources.
8. Can demonstrate experience of working with and influencing senior management.
9. Considerable experience in the use of Microsoft Office.
10. Excellent communication skills.
11. Ability to work under pressure to meet strict processing deadlines.
12. High level of organisation, communication leadership and interpersonal skills.

DESIRABLE CRITERIA:

1. Experience of undertaking specialist investigations for review by senior management.
2. Experience in managing and promoting a comprehensive Risk Management process in an organisation.
3. HE experience.