

## Candidate Information

<b>Position:</b>	Accountant
<b>School/Department:</b>	Financial Management and Resource Utilisation
<b>Reference:</b>	22/110454
<b>Closing Date:</b>	Monday 30 January 2023
<b>Salary:</b>	£43,414 - £53,353 per annum
<b>Duration:</b>	Permanent

### JOB PURPOSE:

To provide a comprehensive, professional financial management service in support of financial planning, financial management accounting and reporting activities across all aspects of University operations, including Faculties, Professional Services and the Belfast Region City Deal (BRCD) Programme. The post-holder will have a remit to produce timely business critical information and analysis, assist accurate decision making, risk assessment, planning and to provide rapid response troubleshooting when necessary.

### MAJOR DUTIES:

1. To prepare detailed annual budgets and financial operating plans and ensure that these are regularly reviewed and updated and that they accurately reflect the underlying level of activities within the context of the broader University Strategy.
2. Working closely with the business areas to prepare accurate and timely in-year estimates of financial performance which are representative of trends, taking account of any potential operational risks and opportunities to pre-defined deadlines. These estimates are consolidated into the Corporate Estimates which are presented to the University Management Board and Planning and Finance Committee.
3. To undertake regular reviews of performance against budget/plan/approved targets and provide detailed analysis and commentary on performance highlighting and understanding the key drivers of variances arising. Highlight emerging financial and related performance issues and assist in the development of action plans.
4. To develop and provide a suite of dynamic financial management reports to support the business area/s and assist decision-making and prepare economic/ business cases for investment, adhering to both internal and external funder requirements.
5. Assist in 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).
6. To work as a finance business partner, including supporting the BRCD Innovation Centres based at the University, in the preparation of financial plans in order to produce the University's strategic plan and provide guidance and support to non-financial users with their understanding of complex financial information.
7. To ensure that financial and information solutions are in place to enable the regular and systematic review of actual performance against budget, both in financial and non-financial terms and to assist in the development of the financial systems budgetary control/procedures within the University.
8. Responsible for the accounting and reporting arrangements for a range of special initiatives projects funded from the Department for Economy (DfE) or other funding bodies ensuring the external reporting and accounting requirements are met. To work with project leads to ensure financial performance is tracked accurately and that maximum financial benefit is derived from resources available within the funding period.
9. Provide expertise in support of new business development opportunities and ensure that plans are developed, and decisions informed by a clear understanding of the financial/commercial issues arising.
10. Responsible for supporting Treasury, investment and cashflow activities across all University operations.
11. Represent the Finance Directorate on University Committees and working groups and with external stakeholders and partners, and act as a key conduit/partner between the Schools, Faculties, Professional Services areas and the Finance Directorate.

**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. \*Staff management experience.
4. \*Experience in the use of complex computerised accounting systems.
5. \*Experience and knowledge of the relevant accountancy practices/professional guidelines.
6. \*Extensive knowledge and experience of IT packages, in particular spreadsheet design and usage.
7. Well developed communication and interpersonal skills.
8. Well developed analytical and problem solving ability.
9. Ability to monitor performance effectively and set and achieve clear objectives.
10. Able to work on own initiative and as part of a team.

**DESIRABLE CRITERIA:**

1. \*Experience working in life/health science research/or clinical trial environment.
2. \*Experience of UNIT4 ERP.
3. Knowledge of Health Service finance and business processes.