



Candidate Information

Position:	Accounting Assistant
School/Department:	Financial Management and Resource Utilisation
Reference:	22/110457
Closing Date:	Monday 30 January 2023
Salary:	£29,619 - £34,308 per annum
Duration:	Permanent

JOB PURPOSE:

To assist in the provision of a comprehensive, professional financial management service in support of financial planning, management and financial accounting and reporting to designated functions across the University's operations, including Faculties, Professional Services, and the Belfast Region City Deal Programme. The scope of the role will involve supporting all aspects of University operations. The post-holder will be part of the Finance Directorate team and will assist in the provision of timely information and analysis to allow for accurate decision-making.

MAJOR DUTIES:

1. Assist in the provision of professional advice and support to all stakeholders in designated functions, that may include Faculties, Schools, Professional Services Directorates, and specific initiatives, on a total economy basis.
2. Assist in the preparation and maintenance of detailed budgets/business plans at Faculty, School, Directorate, Departmental, Project level and ensure that these are reviewed regularly.
3. Assist in the preparation of accurate quarterly estimates / forecasts, which are representative of trends to pre-defined deadlines. Challenge the financial estimates / forecasts information returned from budget holders and their teams.
4. Assist in the review of monthly performance against budgets/estimates and, provide analysis on performance, highlighting favourable and adverse trends on a quarterly and year to date basis to pre-defined deadlines.
5. Assist in the preparation of the University's year end/statutory Financial Statements.
6. To assist in the identification and reporting of financial risks both in-year and for future periods. Having identified the financial risk, assist the Finance Business Partner and Director/Head of Service/Project Manager to plan and implement timely solutions that mitigate the risk ensuring financial understanding of relevant issues and provide professional financial management.
7. Responsible for monthly reconciliations for designated functions, including preparation and posting of accounting journals.
8. Assist with the set-up of new projects on Qfis (Queen's Financial Information System) and creation of other related records using other relevant systems ensuring the integrity of the financial information available.
9. Interrogate the University's management information systems and extract, analyse and present data in a format that can be easily understood by staff at all levels to ensure the effective management of financial resources.
10. To assist in developing and enhancing working relationships with both Finance and non-Finance professionals across the University.
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by Line Manager/ Management Accountant.

ESSENTIAL CRITERIA:

1. * Accounting technician qualification or equivalent or minimum BTEC HNC qualified.
2. * Relevant experience in an accounting/finance environment working with large and complex accounting/ management information systems.
3. * Experience of preparing financial management information, financial analysis/reconciliations and providing advice to inform decision making.
4. * Experience of producing budgets, estimates, preparing journal entries and preparing financial reports.
5. Knowledge and experience in the design and implementation of spreadsheets in a business context including function writing.

6. Experience of using IT at an appropriate level to include experience with large, complex computerised accounting systems.
7. Excellent working knowledge of Microsoft Excel, with good experience of key functions contained within (pivot tables, IF statements, VLOOKUP, etc.).
8. A proven track record in preparing and analysing high quality financial data.

DESIRABLE CRITERIA:

1. * Part Qualified in ACA/ACCA/CIMA or equivalent professional exams.
2. Experience of Unit4 Business World.
3. Experience working as a finance business partner.
4. Experience of working in the Higher Education sector.
5. Staff supervision experience.