



## Candidate Information

<b>Position:</b>	Financial Accounting Assistant
<b>School/Department:</b>	Accounting Services
<b>Reference:</b>	24/111757
<b>Closing Date:</b>	Monday 15 April 2024
<b>Salary:</b>	£32,024 - £36,744 per annum
<b>Anticipated Interview Date:</b>	Tuesday 30 April 2024
<b>Duration:</b>	Permanent - Full Time

### JOB PURPOSE:

To assist in the provision of a comprehensive, professional financial management service in support of invoicing, financial accounting and financial reporting across the University's operations, The scope of the role will also involve balance sheet management and enhancing data quality to ensure the integrity of the general ledger and the core financial information used for decision making. 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, statutory reporting, and income generation.

### MAJOR DUTIES:

1. Play a leading role in the provision of sales invoicing functionality across the University (non-research) to ensure a timely and accurate process.
2. Provision of professional advice and support to all stakeholders on sales invoicing and other accounting issues including issues such as coding / cut off / VAT etc. including a lead role in the managing of accrued income at year end.
3. Manage the balance sheet reconciliation process for many control accounts, including accruals and prepayments and liaise with/ challenge stakeholders across the University to ensure timely and accurate accounting and balance sheet management.
4. Assist in the provision of financial and management accounting services to the University's subsidiary and related parties to ensure effective, accurate and timely reporting to the appropriate Boards and subcommittees.
5. Assist in the preparation of the University's year end/statutory Financial Statements including the provision of working schedules and other key information to external auditors on a range of activities. The post will also assist in the development of financial processes, procedures, and systems.
6. To assist in ensuring the ongoing integrity and data quality of the general ledger and financial information within the University's financial information systems (UNIT 4). This includes monthly / quarterly quality reviews, provision of advice and training and carrying out mini audits/spot checks as required.
7. Responsible for providing advice on the automated journal process and posting of accounting journals.
8. Assist with the development of QFIS (Queen's Financial Information System) and creation of other related records using other relevant systems ensuring the integrity of the financial information available. In addition assist with analysing and presenting financial data in an clear format to facilitate decision making.
9. Supervision of staff – ensuring the section operates in an efficient and effective manner.
10. Carry out any other duties which are appropriate to the role and may be reasonably requested by the Line Manager.

### ESSENTIAL CRITERIA:

1. A degree or accounting technician qualification or equivalent or BTEC HNC.
2. Substantial relevant experience in a finance/accounting environment to include providing financial advice and performing reconciliations.
3. Experience in playing a role in a finance process environment.
4. Experience in preparing journal entries and reviewing financial reports.
5. Experience in the use of complex accounting systems.
6. Considerable experience in the use of Microsoft software packages, particularly Excel.
7. Staff supervision experience.

8. Effective communication skills to convey messages clearly and succinctly.
9. Well-developed analytical and problem-solving ability.
10. High level of organisational and time management skills /Ability to work under pressure to meet strict processing deadlines.
11. Ability to work with discretion and confidentiality, ensuring data is managed in accordance with data protection legislation.
12. Good interpersonal and team working skills.

**DESIRABLE CRITERIA:**

1. Part or Full Professional Accountancy Qualification.
2. Higher Education Experience.
3. UNIT 4/Agresso experience.
4. Experience in staff management.