

## Candidate Information

**Position:** Senior Finance Officer  
**School/Department:** Student and Campus Experience  
**Reference:** 25/112505  
**Closing Date:** Monday 19 May 2025  
**Salary:** £33,785 - £38,765 per annum  
**Anticipated Interview Date:** Monday 26 May 2025

### JOB PURPOSE:

To support the Commercial Management Accountant and Assistant Commercial Management Accountant in delivering financial information to operational management in the Directorate, focussed on producing accurate and timely business analysis to support decision making and delivery of financial targets, and ensuring transactional activities within the area are carried out in line with appropriate standards and policies.

### MAJOR DUTIES:

1. Preparation of monthly Management Accounts to review level for review with Commercial Management Accountant and Assistant Commercial Management Accountant, including analysis of key business drivers, commentary on variances to targets and suggestions for correcting these.
2. Ensure that financial transactions processed by the Finance Clerical team are processed accurately and in a timely manner, in line with University policies, and are appropriately reconciled and correctly reflected in the accounts.
3. Assist in the preparation and submission of annual budgets and quarterly forecasts, including commentary on reasons for variances to previous targets.
4. Assist in the preparation of business models, financial information and commentary for new initiatives or projects, and for committee and Directorate reporting.
5. Assist in the internal assurance process to ensure the effectiveness of local financial procedures, making recommendations for improvement where possible.
6. Assist in audit process and completion of interim and year end accounts.
7. Monitor internal and external debtor accounts taking appropriate action in relation to bad debts either directly or in conjunction with the Income Office.
8. Act as the first point of contact for operational management in relation to the provision of advice and guidance on financial transaction matters.
9. Maintain a high working knowledge of relevant University Finance Systems and other key IT systems in the Directorate.

### ESSENTIAL CRITERIA:

1. Part Qualified in professional accountancy qualification.
2. At least 3 years relevant finance experience in a commercial environment.
3. Experience of producing management accounts to a suitable standard consistent with current accounting principles and presenting to non-finance colleagues.
4. Substantial working knowledge and experience in the design and implementation of spreadsheets in a business context.
5. Experience with large, complex computerised accounting systems.
6. Experience of producing accurate forecasts for income and expenditure lines based on analysis of financial information and knowledge of business.
7. Ability to assess and organise resources, plan and implement work activities / projects within own areas of work with limited recourse to managers.
8. Ability to form effective internal and external relationships across a wide range of stakeholders.
9. Good interpersonal skills and communication skills, both oral and written.

10. Proven track record of working in a team and developing effective working relationships.
11. Able to work to strict deadlines.
12. Work flexibly as required.

**DESIRABLE CRITERIA:**

1. Fully Qualified in professional accountancy qualification.
2. Experience of working in Finance in a public sector context.
3. Experience with Agresso or Qfore.
4. Experience in staff supervision.
5. Experience of report-writing.

**ADDITIONAL INFORMATION:**

Informal enquiries can be directed to: Marie McCullough - [marie.mccullough@qub.ac.uk](mailto:marie.mccullough@qub.ac.uk).