

# Job Description

**Job title:** Head of Corporate Accounting

**Reports to:** Assistant Director of Finance (Finance Operations)

**Department/School:** Finance

**Grade:** 8

## Purpose of the role

To meet the external, and some of the internal, financial reporting requirements of the University and its subsidiaries, including: production of annual financial accounts, financial reporting to UEB and other key committees, reporting and financial administration around externally funded research and enterprise projects, reporting to regulators (e.g. TRAC, FSR), and tax reporting and administration to HMRC (e.g. VAT). The role supports the Assistant Director of Finance in maintaining oversight for the operational effectiveness and enhancement of the University’s key financial systems.

## Line management responsibility for:

The role has line management responsibility for 7 members of staff. 3 Research Accountants; 2 Corporate Accountants; 2 Finance System Support

## Main areas of responsibility:

* To prepare the financial accounts for the University and its subsidiaries, ensuring that these are compliant with the requirements of the relevant accounting standards and the Statement of Recommended Practice (SORP) for Higher Education.
* To prepare a monthly balance sheet and cashflow for the Management Information Report to the University Executive Board.
* Working with the Corporate accountant, maintain an oversight of all balance sheet accounts, ensuring reconciliations are performed on a timely basis and all movements/variances understood and investigated with colleagues in Finance.
* Oversight of all financial accounting aspects of month end process.
* To ensure the integrity of the financial records and reporting through effective review and reconciliation processes, and a strong control environment, which should be monitored and updated as required.
* To ensure that the University’s accounting and reporting (including the configuration of the financial systems) is updated to accurately and efficiently address any regulatory or reporting changes that are required.
* To ensure that the key financial systems are configured in a way that efficiently enables the delivery of accurate and informative reporting. This requires working effectively with IT to ensure that systems are kept up to date and are fully supported, and that users receive the level of support and training they require to carry out key processes effectively.
* To prepare all key VAT and corporation tax reporting, ensuring this is efficiently structured and in compliance with HMRC regulations, and that all reporting and required payments are submitted ahead of deadline.
* To manage the financial administration and reporting in relation to the University and its subsidiaries’ externally funded research, enterprise, consultancy, non-credit bearing courses and other contracts.
* To manage the University’s financial reporting to regulators in respect of mandatory financial returns and other areas as required, ensuring that the systems and methodology for reporting are kept up to date and compliant.
* To work closely with both internal and external auditors and any other regulatory/audit bodies that are authorised to review the University’s financial records, ensuring any issues arising out of audits are quickly and effectively dealt with and escalated as appropriate.
* To identify and evaluate the development needs and objectives of each team member through the SDR process, with reference to both the University’s and the Finance Department’s strategic objectives. To track the development and progress against objectives of each team member during the year.
* To manage the performance of each team member and to meet regularly with the team to discuss team objectives, performance, successes, issues and to keep them informed of key strategic developments, both within Finance and the wider University.
* To be a proactive and constructive member of the Finance Department Management Team.
* To undertake specific project work as required within the Finance Department.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| **Knowledge, skills, and abilities** |
| * A detailed understanding of UK GAAP, specifically FRS 102. **(A/I/E)**
* Good understanding of VAT and corporation tax and awareness of implications for the Higher Education Sector. **(A/I/E)**
* Strong technical accounting knowledge and evidence of updating knowledge. **(A/I/E)**
* Knowledge of how large financial systems operate in a complex organisation. **(A/I)**
* Strong commercial financial awareness. **(I/E)**
* Operating knowledge of costing projects. **(A/I/E)**
* Proficient in the use of MS Outlook, Excel and Word **(E)**
* Ability to find solutions to complex issues through expertise and analysis. **(A/I)**
* Ability to use own initiative to identify effective service enhancements and delivery. **(A/I)**
* Able to listen well, understand the needs of others and maintain a high degree of integrity and confidentiality where necessary. **(I)**
* Excellent communication skills; able to communicate complex accounting and financial information in a clear and concise manner to non-financial professionals. **(A/I)**
* Ability to assimilate new information quickly, and to recognise key issues relevant to required tasks. **(I)**
* A commitment to keep up to date with developments and contribute effectively to the implementation of change by careful planning. **(I)**
* Ability to work to a high degree of accuracy, maintaining effectiveness under pressure and meeting strict deadlines. **(I)**
* Able to work effectively as part of a team, demonstrating flexibility in supporting achievement of the wider department’s objectives. **(A/I)**
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| **Qualifications** |
| * A fully qualified accountant (ACCA, CIMA, ICAEW, CIPFA etc.) or having the ability to demonstrate commensurate practical experience equivalent to that of a qualified accountant. **(A/I)**
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| **Experience** |
| * Extensive financial accounting and reporting experience, including statutory accounts preparation, balance sheet control and reconciliation and working closely with internal/external auditors. **(A/I)**
* Experience of both using and having oversight of large financial accounting systems in a complex organisation. **(A/I)**
* Ability to interpret, reconcile and explain complex financial information from a variety of sources using applications such as Microsoft Excel and report writing tools. **(A/I/E)**
* Compilation of tax returns (VAT and corporation tax). **(A/I)**
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| **Managing people** |
| * Experience of successfully managing a team of Finance staff (including offering one-to-one support, recruitment and selection and performance management) **(A/I)**
* Ability to motivate and communicate clearly and effectively to a team of finance staff. **(A/I)**
* Ability to work collaboratively with others to ensure required objectives are met in an effective fashion. **(A/I)**
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| **Physical demands and/or other requirements** |
| * N/A
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **October 2024**