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**Job title: Corporate Accountant**

**Post number:** FI5011

**Reports to:** Head of Financial Reporting

**Department:** Finance

**Location:** Mithras House

**Grade:** 7

**Purpose of the role:** this role is responsible for compiling key monthly and ad hoc financial reporting to senior management, analysing and explaining significant movements and variances, and providing a strong level of control, oversight and reporting over key areas, including budget releases, capital spend, financial reconciliations, and tax. This role provides a crucial link between the management accounts and the reported financial results of the University, ensuring a high level of scrutiny and control over the reporting process.

The University has in excess of 20,000 students and an income in excess of £200m.The University is an exempt charity and is composed of a number of academic schools that conduct both teaching and research across multiple campus sites. The academic schools are supported by a range of professional service departments (including Finance) across all campuses.

**Main areas of responsibility:**

* Compilation of allocated areas for the monthly Management Reporting Pack, including analysis and explanation for significant variances between budget and actual, and movements in the Best Estimate (outturn) Forecast. This includes following up with the Management Accountants any variances that either look incorrect or require further investigation.
* Reconciliation of the annual operating statement to the final submitted Budget Centre Plans to ensure alignment, with any variances investigated and cleared.
* Tracking of, and reporting on as required, key areas of spend, including reserves, carry forwards and contingency, to ensure that funding is released in line with approved policies and actual spend remains in line with approved levels.
* Maintain a record of and produce requested reporting on the reserve position for the University, including, for example, analysis of the level of the Future Investment Reserve and the carry forward reserve position across schools and departments.
* Prepare ad hoc financial reporting/analysis/explanations within the Department or requested by senior management, and represent Finance at key meetings as required.
* Proactive approach to improving the design and content of financial reporting provided by Finance.
* Responsibility for ensuring that capital spend is properly recorded in the financial accounts, i.e. correct categorisation as either capital or revenue spend in accordance with the University’s accounting policies. Provide advice and financial scrutiny on capital projects as required.
* Reconciliation of key balance sheet and I&E accounts as required, with identified reconciling differences cleared on a timely basis.
* To assist with the preparation of tax reporting, e.g. VAT and corporation tax, as required, and reporting of information required by regulatory bodies.
* Provide financial explanations and analysis to senior management as requested,
* Ensure that any identified weaknesses in financial controls or breaches of the University’s Financial Regulations are reported and addressed as identified. The role is expected to take a proactive approach to strengthening financial controls and processes where weaknesses or issues are identified.
* Complete assigned tasks in the year-end reporting process accurately, in full and within timetable.
* Provide financial information and explanations as required as part of any internal or external audit or investigation.
* To be a proactive and constructive member of the Finance Department.
* 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 and Diversity 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 legislation.
* To work in accordance with the Data Protection legislation.

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) 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).

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| **Essential criteria** |  | **A, I, E** |
| **Knowledge** | * Detailed understanding of budget setting, budget management and using financial packages. * Strong knowledge of the principles of financial and management accounting. * Knowledge of financial control and reconciliation processes. * Strong commercial financial awareness. | **A, I, E**  **A, I, E**  **A, I, E**  **A, I, E** |
| **Qualifications** | * A finalist or fully qualified accountant, or having a demonstrable level of commensurate practical experience equivalent to that of a part/fully qualified accountant. | **A, I** |
| **Experience** | * Strong experience in management and financial accounting. * Demonstrable experience of financial control, including financial reconciliations. * Experience of explaining financial issues and providing a level of financial challenge to senior management. * Ability to interpret, reconcile and explain complex financial information from a variety of sources using applications such as Microsoft Excel and report writing tools. * Ability to work collaboratively with others to ensure required objectives are met in an effective fashion. * Able to work effectively as part of a team, demonstrating flexibility in supporting achievement of the wider department’s objectives. * Ability to work to a high degree of accuracy, maintaining effectiveness under pressure and meeting strict deadlines. * Having an organised approach to work, with the ability to deliver to various, concurrent deadlines. * Ability to find solutions to complex issues through expertise and analysis. * Ability to use own initiative to identify effective service enhancements and delivery. * Able to listen well, understand the needs of others and maintain a high degree of integrity and confidentiality where necessary. * Excellent communication skills; able to communicate complex accounting and financial information in a clear and concise manner to non-financial professionals. * Ability to assimilate new information quickly, and to recognise key issues relevant to required tasks. * A commitment to keep up to date with developments and contribute effectively to the implementation of change by careful planning. | **A, I, E**  **A, I**  **A, I**  **A, I**  **A,I**  **A, I**  **A, I, E**  **A, I**  **A, I**  **A, I**  **A, I**  **A, I**  **A, I**  **A, I** |
| **Technical/work based skills** | * Proficient in the use of MS Outlook, Excel and Word. | **A, I, E** |
| **Desirable** | * Experience of using the eFinancials finance system and/or Business Objects. * Experience of working in the higher education sector. | **A, I**  **A, I** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a full time post and is permanent
* 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** | **Basic entitlement per year** | **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 (schools and colleges)](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx" \o "Academic departments)
* Read the University’s [2016 - 2021 Strategy](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: February 2021