



## Job Description

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|-------------------------------------|---|
| <b>Post/Job Title:</b>              | <b>Assistant Business Accountant (Fixed Term)</b>   |
| <b>School/Professional Service:</b> | <b>Finance &amp; Performance</b>  |
| <b>Location:</b>                    | <b>Studland House, Lansdowne Campus</b>   |
| <b>Normal Hours Per Week:</b>       | <b>Full-time</b><br><b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b> |
| <b>Grade:</b>                       | <b>5</b>  |
| <b>Accountable To:</b>              | <b>Business Accountants</b>   |

### **Job Purpose:**

The post-holder will be responsible for supporting the Business Accountants, and providing expert financial advice, guidance and support to relevant staff in Faculties and Professional Services.

The Assistant Business Accountant will take a proactive role in preparing budgets, forecasts, and reconciling and analysing financial information; liaising closely with the Business Accountants.

They will also play an important role in reviewing and developing systems and ensuring robust management information is available and reported in a timely and appropriate manner.

The role is a fixed term position, covering a time limited staff absence.

### **Main Responsibilities:**

#### **Provide Financial Expertise**

- Provide on-going financial support to the Business Accountants, and support to Faculty and PS staff as appropriate. Attend team and other relevant meetings on a regular basis as required.
- Ensure that BU policies and procedures are adhered to when processing transactions.
- Be liaison point for the Activity Proposal Form process, including advice and support on activity codes for Project Managers generating bids for funding.
- Act as a source of technical accounting expertise for other members of staff within Faculties/Professional Services and Finance Department.
- Ensure activity codes are set up correctly and in accordance with BU policy within BluQube and Parabilis. Act as a central repository of knowledge and control on setting up codes.
- Perform financial planning and analysis.
- Assist with internal and external audits impacting on Finance & Performance.

#### **Strategic Plan and Performance Measurement**

- To work with the Business Accountants and other staff on the measurement of Faculty performance to assist Faculties in achieving their strategic plans.

## **Preparation and Monitoring of Budgets and Management Accounts**

- Assist in the preparation of annual budgets and on-going forecasts; including workforce planning.
- In conjunction with the Business Accountants, monitor actuals and performance against budgets/forecasts on a continuing basis, identifying variances for budget managers and holders to enable them to take appropriate action (for both revenue and capital).
- To prepare, input and record monthly journals, reports and other system inputs as required.
- Prepare monthly management information reports and liaise with Business Accountant, Faculty and Professional Service contacts to ensure all parties agree on the content.
- Attend Faculty/Professional Service meetings as deemed appropriate by Business Accountants. This can include Executive Team meetings, Project team meetings and Steering Group meetings.
- Be competent at communicating with staff at all levels.
- Manage and maintain the integrity of the University's accounting processes and records in the light of increasingly complex structures associated with the creation and running of subsidiary companies. To include provision of system support to managing account structures within BluQube and Parabilis.
- Timely addition of completed projects to the asset register(s), to include analysis and correction of project spend where necessary.
- Initial review of Contract Authorisation Forms (CAF) as appropriate, and liaising with Business Accountant to ensure they provide overall sign off.
- Reconciliation and budget management of staff establishment for relevant areas as delegated by Business Accountants.

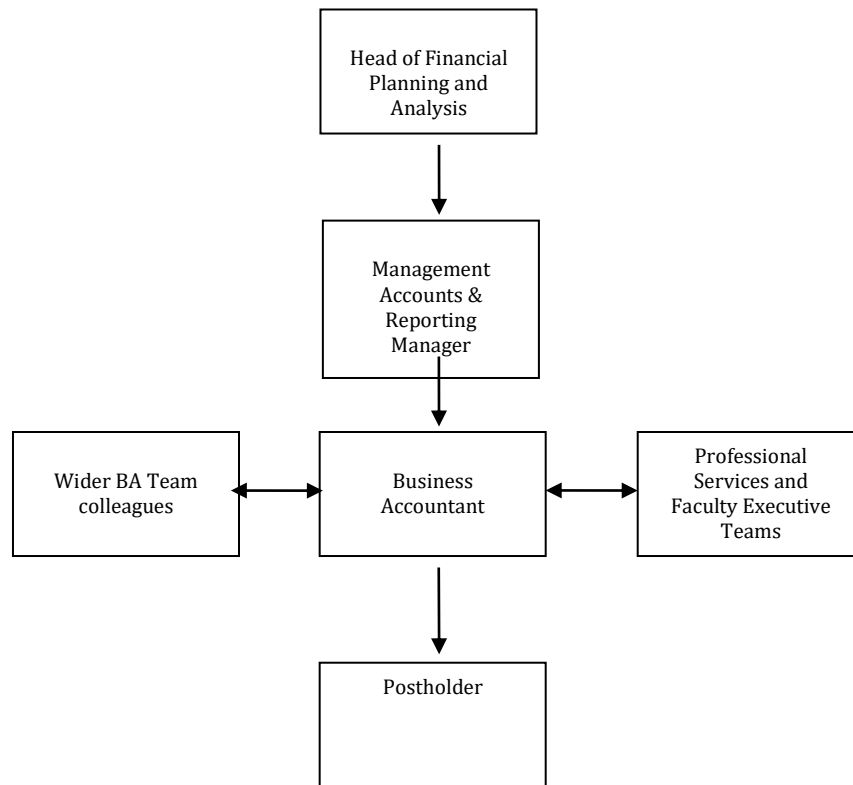
## **Review of Management Information Procedures and Practices**

- Produce and review process documentation for the BA team, ensuring it is current and fit for purpose.
- Review on a continuing and ongoing basis the University's financial procedures and, where appropriate recommend and implement agreed changes arising from work with Deans/Heads of Professional Service and other business partners.

## **Other Items**

- Deputise for the Business Accountants as and when required.
- Any other duties that may reasonably be required by senior colleagues including but not limited to the Director of Finance and Group Financial Controller from time to time.

## **Organisation Chart**



## **Contacts**

**Internal:** Members of UET including the Vice Chancellor, Deans, Heads of Professional Services; F&P colleagues and wider BA team; colleagues in Faculties and Professional Services.

**External:** Other Universities/auditors/regulatory bodies

## **Challenges**

Supporting rigorous financial management to a level where it can be used strategically by the University.

Ensure that Finance is considered a key business partner, and can build effective relationships with service users.

## **Information Governance Responsibilities**

### **Data User**

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

## **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

## **Additional Information**

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality & Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**September 2024**



## Person Specification

| Post / Job Title: Assistant Business Accountant  | Post No: 5034123             |
|--|------------------------------|
| School / Service: Finance & Performance  | Date: September 2024         |
| <b>SELECTION CRITERIA</b>  | <b>Essential / Desirable</b> |
| Knowledge (including experience & qualifications)  |                              |
| AAT qualified or Part Qualified ACCA or CIMA   | E                            |
| Experience of working in a Finance related role  | E                            |
| Experience of working in a large organisation  | D                            |
| Experience of assisting with preparing management accounts   | E                            |
| Experience of using complex costing methods for use by senior management   | D                            |
| Experience of assisting with the preparation of financial accounts ( to at least trial balance)                                      | E                            |
| Significant experience of processing month end journals/cashbooks/expenses and other system inputs                                   | E                            |
| Experience of using and recommending improvements computerised accounting systems  | E                            |
| Knowledge of costing and budgeting theory and techniques   | E                            |
| Skills   |                              |
| Ability to use complex spreadsheets  | E                            |
| Ability to present/communicate financial information clearly and accurately  | E                            |
| Effective communication skills, able to deal with staff at all levels  | E                            |
| Good knowledge of all MS packages, including word and PP   | E                            |
| Writing reports  | D                            |
| Numerate   | E                            |
| Attributes   |                              |
| Able to work accurately under pressure of deadlines  | E                            |
| Ability to prioritise and meet deadlines.  | D                            |
| Flexible approach to work, with ability to be both proactive and reactive  | E                            |
| Ability to liaise constructively and confidently with staff, including senior staff, helping them to achieve their financial targets | E                            |
| Ability to develop effective working relationships   | E                            |
| Honest and high level of integrity   | E                            |
| Calm under pressure  | E                            |
| Approachable   | E                            |
| Confident  | E                            |