

### JOB DESCRIPTION

<b>Job Title:</b>	Financial Accountant	<b>Grade:</b>	SG8
<b>Department:</b>	Finance Directorate	<b>Date of Job Evaluation:</b>	
<b>Role reports to:</b>	Head of Financial Reporting and Compliance		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	N/A		
<b>Other Key contacts:</b>	Senior Management, Budget Holders, Student Finance Staff, Finance Directorate Staff		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

#### PURPOSE OF ROLE:

The post-holder has a key role to play in assisting the Head of Financial Reporting and Compliance in the preparation of the consolidated financial statements. The post-holder will also have responsibility for; preparing balance sheet reconciliations, gathering information for statutory returns, working towards the overall objectives of the University, generally advocating good management controls and ensuring the necessary flexibility for adapting to a fast changing environment.

#### KEY ACCOUNTABILITIES:

- Key role in being involved with the timely preparation of the statutory accounts of the University and its subsidiaries, including schedules and analytical reviews
- Preparation of the OfS Finance Record to meet reporting timeframe and provision of required analysis
- Deputising for the Head of Financial Reporting and Compliance in his/her absence
- Responsible for the opening balances of the University and its subsidiaries, ensuring agreement with the statutory accounts and facilitating timely upload\transfer into the new accounting year
- Operational oversight of the accuracy and completeness of data in the nominal ledgers of the University and its subsidiaries; reconciliation of all managing period end cut-off and period end closure
- Responsible for the year end processes on the Banner Finance system including the roll forward of open purchase orders to the new financial year
- Authorising BACS payment runs of suppliers and salaries
- Dealing with internal and external auditors, and assisting in the implementation of audit recommendations
- Playing a key role in the development of the Assistant Financial Accountant
- Undertaking ad-hoc projects; research and analysis of financial and other

data/information including benchmarking and work required for value for money and other reports

- Keeping under review designated internal controls, ensuring that they continue to meet system objectives; recommending improvements where necessary and documenting systems and procedures
- Provision of management information on student debt and other areas of activity. Use of Business Objects and other reporting platforms to enhance the University's financial reporting
- Calculation of payments to partner colleges
- Cashflow forecasting – working closely with the Head of Financial Reporting and Compliance and the Assistant Director of Finance
- Provision of information and analysis to support the preparation of the University's budget, 5 years financial forecasts, and other information requirements that may arise from time to time
- Where required, assisting in systems development and testing across the whole range of systems used in the Finance Directorate
- Other activities consistent with the varied and developing demands of the role

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

**Additional Requirements:**

Undertake any other duties as requested by the Line manager or their line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Finance Directorate delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Timely response to stakeholder and senior manager requests and queries
- Assisting in drafting the consolidated financial statements in accordance with the year-end timetable
- Meeting month end deadlines
- Processing internal and external audit requests

**KEY RELATIONSHIPS (Internal & External):**

- External auditors
- Internal auditors
- Finance team colleagues
- Finance officers and other similar staff in the Faculties and Directorates
- Senior management throughout the University

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in the preparation of statutory financial statements</li> <li>• Experience of finance within the higher education sector</li> <li>• Experience of managing staff</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to adapt to a complex and changing environment and to influence and implement changes where necessary</li> <li>• A sound knowledge of financial reporting standards, with particular reference to research and consultancy contracts</li> <li>• Ability to organise and prioritise a complex workload and to work with minimum supervision</li> <li>• Excellent oral and written communication skills</li> <li>• Efficient and organised approach</li> <li>• Good analytical and problem solving skills</li> <li>• Able to work on own initiative and accept responsibility</li> <li>• A team player</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• CCAB qualified accountant</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience and knowledge of the Higher Education sector</li> <li>• Introduction of new systems and processes, with associated training and liaison</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A recognised honours degree</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>