

JOB DESCRIPTION

Job title:	Assistant Financial Accountant
Grade:	This post has been evaluated at Grade 4
Responsible to:	Head of Financial Accounting
Responsible for:	Cashiers
Date:	January 2016

Job purpose

This post makes an important contribution to the University's mission by providing financial accounting support for the University, its subsidiary and Falmouth Exeter Plus Group (FX Plus).

Main duties and responsibilities

Financial Accounting

1. Responsible for the preparation of the financial statements for subsidiary companies of the University and FXPlus and assist the Head of Financial Accounting in the preparation of the year end consolidated accounts.
2. Review all general ledgers including balance sheet reconciliations and technical review of postings. Sign off journals from Cashiers including checking coding and period/year for accuracy.
3. Ensure the timely posting of journals and preparation of bank reconciliations and other control accounts (e.g. payroll, cash controls, suspense, etc).
4. Work with the Management Accounting team to ensure that key financial accounts journals are posted within 3 working days of the month end. This will enable management reporting to be up to date and relevant to users.
5. Act as one of a number of bank signatories. Approve purchase ledger fortnightly payment runs and transmit the payment on the banking system.
6. Process and record payments to Erasmus students.
7. Update daily and weekly cashflows for both the University and FXPlus. This includes recording cash movements and projecting cash balances to the month and year end for onward reporting to the Board of Governors and FXPlus Board. Advise the Head of Financial Accounting of surplus funds to inform investment decisions.

8. Investigate cash variances on behalf of Cashiers including financial advice to operational managers. This may include identifying trends and adopting a pro-active approach to communication with members of non-finance staff to help them understand key factors in financial performance. An understanding of the financial regulations for the University and FXPlus will be necessary as well as experience of working in a regulated financial environment.
9. Assistance with the preparation of quarterly VAT returns for the University, its subsidiary and the FX Plus Group.
10. Assistance with the preparation of corporation tax returns as required.
11. Maintain the fixed asset registers for the University and FXPlus including updating details on a termly basis. Input fixed asset additions and disposals during the year. Work with all levels of staff in order to agree the procedures and best practice to be used consistently across the University and FXPlus.
12. Facilitate and carry out physical checks of assets against the register and investigate any discrepancies.
13. Recharge costs on joint capital projects from FX Plus to the two partner universities. Reconcile costs to recharges on project codes.
14. Act as administrator for the finance sharepoint area. Monitor content and liaise with IT in respect of file organisation.
15. Analysis of statistics to facilitate the preparation of various returns, for example returns required by the Office for National Statistics. Summarise and analyse various annual returns and accounts to enable the compilation of key financial indicators.
16. The postholder is likely to be given various tasks involving financial analysis and research on an ad hoc basis throughout the year. The results of these exercises will be passed on to senior management to aid strategic decision-making.
17. Provide line management for cashiering staff (currently 3 part-time staff) including Personal Development Reviews and any probation interviews for new staff.

General duties and responsibilities

18. To work within and actively support the equality and diversity policies and practices of Falmouth University.
19. To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
20. To participate in the annual Performance Development Review process.

21. To ensure that the university's cross-cutting themes of partnership, equality and diversity and sustainability inform all activity related to the role.
22. To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
23. To work within a framework of effective governance, ensuring compliance with relevant regulations, legislation/policies and procedures.
24. To be responsible for your own continuing self-development.
25. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.

Health & safety requirements

In relation to health and safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

In relation to health and safety, you are responsible on direction and on behalf of the relevant Vice-Chancellor's Executive Group Lead for supporting the discharge of their duty as a member of the senior management team:

- To monitor effective safety implementation.
- To identify health and safety needs and requirements.
- For the care of all those affected by your acts or omissions.

You have a responsibility to ensure a safe and healthy environment for staff, students and other users of the areas of the University under your span of control, by ensuring that:

- Falmouth's safety policies and requirements are implemented and that resources are available to the staff under your control to ensure statutory compliance.
- Risk assessments for are carried out for relevant activities (e.g. fieldwork, performances, exhibitions etc) undertaken by staff and students within your area, and that any resulting actions are taken and that safe working practices are followed.
- Correct and timely communication of safety issues, both to your superiors and the staff that work for you as relevant to your areas of responsibility is carried out.
- You work within a framework of effective governance, ensuring compliance with relevant regulations/legislation/policies and procedures

- Ensuring that staff within your area fulfill their responsibilities under the University's Health and Safety Policy, including any responsibilities as members of University Committees as appropriate

PERSON SPECIFICATION

Job title: Assistant Financial Accountant

Attributes	Essential requirements	Desirable requirements
Education and qualifications	Qualified/ Part Qualified (ICAEW, ACCA, CIMA, CIPFA) or AAT level 3 or 4 qualified.	
Experience and knowledge	<p>Experience of working in a financial accounting environment.</p> <p>Knowledge and experience of using integrated accounting systems and accounting software.</p> <p>Experience of producing reports for a range of stakeholders.</p>	<p>Experience of the accounting requirements of the not for profit sector</p> <p>Experience of statutory accounts preparation</p> <p>Experience of managing a team</p>
Skills and personal requirements	<p>Excellent verbal and written communication, organisational and interpersonal skills</p> <p>Strong numeracy skills and IT aptitude</p> <p>Ability to identify and solve problems</p> <p>Ability to plan, prioritise and manage workload to meet competing deadlines</p> <p>Ability to use initiative and discretion in applying financial regulations and procedures</p> <p>Customer focussed approach to work</p> <p>Ability to work effectively within a small team</p>	