

Job Description

Job title:	Assistant Accountant (Payment & CAPEX)
Department/School:	Finance & Procurement – Commercial Team
Grade:	6
Location:	2 South Level 0 Claverton Down Campus, Bath

Job purpose
<p>This post is responsible for monitoring the processing of P2P function for Accommodation & Hospitality Services (ahs), Retails Operation, ahs Building Operations, Estates, Security and Car Parking.</p> <p>The post-holder will ensure daily Purchasing & Payment processing is in good order including both operational invoices and CAPEX invoices. The post also has the responsibility of monitoring/analysing the spending on utility/maintenance/leasing and recharge cost received & other overhead expenditure. Within ahs area, stock management is also part of the important functions to monitor gross profit %.</p>

Source and nature of management provided
Management accountants

Staff management responsibility
2 Finance Supervisors have a reporting line to this post holder.

Special conditions
The post holder will be required to work additional hours at year end (August) and some weekends (e.g. intake weekend or open day) subject to commercial requirement. Enough notice will be given and time off in lieu will be available.

Main duties and responsibilities	
1	<p>Systems & Finance Processes</p> <ul style="list-style-type: none"> To participate in the preparation of monthly/quarterly/yearend account on some stakeholders ready for review e.g. Estates HOD account & ahs Buildings Operation account. To prepare trial balance, lead schedules and some analysis of overheads. Complete & post monthly journals related to relevant stakeholders' account. To regularly review/test the working manual in the team to ensure they are up to date. To evaluate the risk of single point of failure and how to eliminate/reduce the risk. To assist in monthly stock check as and when required.

	<ul style="list-style-type: none"> • To participate and assist management accountants in Project driven tasks. •
2	<p>Payment & CAPEX</p> <ul style="list-style-type: none"> • To review the monthly supplier statement analysis and report on accounts with high risk due to late payment with progress monitoring recommendations. Provide in accruals as and when appropriate. • To monitor lease payments to landlords for all city-campus properties. • To monitor the payment processing on all other city campus properties including private sector/University managed properties/those under nomination agreement. • To monitor all other payment related finance functions to ensure they are in line with financial regulations. • To review the overhead analysis/variances report and provide recommendations on cost savings. • To regularly review the processing of payment function in Agresso (including Purchase to Pay, expenses claim and supplier invoice processing etc.) to ensure the workflows are in good order. • To manage the Agresso processing and report monthly on area of concerns with solutions. • To keep track of recharge cost received from other providers to ensure the costs are reasonable e.g. Agency cost, MPS, Telephone, SU fresh card, Insurance, PC roll over programme cost, Fuel/Vehicle cost, Estates maintenance cost etc. • To check/clear/investigate relevant suspense/holding accounts monthly. • To provide summary of CAPEX update & maintain fixed assets register. • To ensure Capital invoices processing are in good order and information is entered into Agresso system promptly. To assist in raising requisition with related documents (e.g. BED & SAW forms etc) • To liaise with the Cost Manager/Project managers on Capital items. Being the key coordinator to liaise the transfer between CAPEX and Long-term maintenance cost. • To carry out other duties as are commensurate with the grade of the post under the supervision of line manager.
3	<p>Training, Support & Others</p> <ul style="list-style-type: none"> • To direct line manage 2 Finance Supervisors. To lead him/her by giving clear instructions and to develop his/her skills. This will include the induction, appraisal (SDPR) and if required the management of sickness, absence and discipline etc. • To provide finance related training to staff either within/outside Finance team

	<p>as and when required through workshops, focus groups and regular meetings.</p> <ul style="list-style-type: none"> • To cover the Assistant accountants' role in their absence under the supervision of the line manager. • Attend training courses as requested by line managers • To assist in minutes taking during regular meetings. • Ensure that as part of your duties, you minimise our environmental impact i.e. by reducing energy and water use, minimising waste and increasing recycling. To encourage staff, student and visitor awareness of the impact of their actions on the environment
<p>From time to time you may be asked to assist in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities.</p> <p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</p>	



Person Specification

Criteria: Qualifications and Training	Essential	Desirable
AAT qualified- Level 4	✓	
Other professional qualifications e.g. Finance, Sales and Marketing		✓
Hotel & Catering or Tourism Degree		✓

Criteria: Knowledge and Experience	Essential	Desirable
Experience of working within a Higher Education Institution.		✓
Experience in managing P2P functions	✓	
Experience of teaching/training other staff	✓	
Experience of developing and implementing systems and processes through being a member of a project team	✓	
Experience in handling capital invoices, retentions and other areas related to the construction	✓	

industries.		
Experience in event management		✓

Criteria: Skills and Aptitudes	Essential	Desirable
Competent users of Microsoft office - word, excel and PowerPoint to provide comprehensive reports using financial information.	✓	
Ability to communicate with stakeholders and evaluate feedback to enable well researched decisions are made to maximise sales & customer experience	✓	
Ability to adapt to changing priorities and prioritise work as new projects are introduced	✓	
Excellent organisational skills	✓	
Ability to lead and motivate individuals and a team through change	✓	
Competent, conscientious and motivated with a methodical approach to work	✓	

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to

develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.