

Job Description

Job title:	Assistant Accountant (Campus Infrastructure)
Department/School:	Finance & Procurement – Commercial Team
Grade:	6
Location:	WH9 Claverton Down Campus, Bath

<p>Job purpose</p> <p>This client facing position is a key point of contact for the Department of Campus Infrastructure to support the smooth running of the financial side of the business. The post is a diverse role involving daily interaction with financial systems (Agresso & CAFM/Archibus) and other departmental finance models/logs to respond to queries and maintain reports.</p> <p>The post is responsible for the production of monthly management accounts for Campus Infrastructure. This includes the monitoring and analysis of budget spend on key Maintenance spend areas (including Long Term maintenance, Planned Preventative maintenance and Reactive maintenance) and Energy budget to investigate and explain anomalies.</p> <p>This post is responsible for Central Stores stock reporting, including interim sample stock checks and year end stock balance verification, stock vat treatment and write off action and/or related recharges to Central Stores customers.</p> <p>The post holder will need to ensure all payroll information processing is up to date. The responsibility also includes the production of monthly salary analysis report with variances analysis, quarterly forecasting and annual budgeting report for management purposes.</p> <p>The post holder will also participate in departmental projects (for example Energy efficiency savings target project) requiring an investigative skill set and excellent excel skills for financial modelling.</p>

<p>Source and nature of management provided</p> <p>Management accountants</p>
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<p>Staff management responsibility</p> <p>2 Finance Supervisors have a reporting line to this post holder.</p>

<p>Special conditions</p> <p>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.</p>

Main duties and responsibilities

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Systems & Processes

- To be responsible for the completion of month end/quarterly/year end journals and produce monthly/quarterly/year end management accounts for first stage review to include preparation of lead schedules and Maintenance/Energy budget spend reports.
- To review the overhead analysis/variances report and provide recommendations on cost savings.
- To maintain the LTM and PPM project budget log as a reference point for requisition approvals and budget fund check.
- To review spend from the Maintenance budgets and liaise with the department to ensure correct coding and reporting.
- To oversee the Campus Infrastructure recharges for project works, including the WIP accrual to customers.
- To raise invoices in respect of departmental income and keep respective records up to date of agreements in place.
- Oversee the client's P2P function in Agresso to ensure the workflows are in good order and take necessary action as required.
- To keep track of departmental rechargeable costs 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 & maintain fixed assets register for the department.
- To ensure Capital invoice processing is in good order and assist in raising requisitions with related documents (e.g. BED & SAW forms etc)
- For departmentally managed projects, liaise with the Cost Manager/Project managers on project progress and budget spend, to highlight potential for excess budget spend and ensure all items are correctly coded.
- Coordinate the transfer between CAPEX and Long-term maintenance cost.
- To participate in client related projects (for example energy efficiency & costs savings project) requiring financial modelling, data maintenance and reporting.
- To oversee the Central Stores stock reporting function, complete routine stock verification and report on variances and/or obsolete stock balances.
- Complete the monthly salary analysis for the establishment and produce monthly overtime spend report.
- To carry out other duties as are commensurate with the grade of the post under

	the supervision of line manager.
2	<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 as and when required through workshops, focus groups and regular meetings. • 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 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.