Finance Assistant

Department of Finance

Closing date: 14 September 2018
Interview date: 1 October 2018
Vacancy reference: 6997
INTRODUCTION

This role has become vacant due to a restructure and expansion of the finance department with the aim of improving the capacity of the finance team to assist in securing new opportunities, growing existing activities and to further improve efficiency.

Based in the Professional Services Management Accounts team within the Finance Department, the Accounts Assistant will play a key role in the provision of financial information for a large number of the Professional Services’ Directorates. Reporting to the Professional Services Accountant and working closely with various colleagues within the Directorates, the role holder will act as a point of contact for a wide range of financial enquiries, record and process financial transactions and provide financial reports and information.
Main purpose of the role

This position supports the Professional Services Management Accounts team with the production of accurate and regular management information relating to the various operations and activities within the Professional Services Directorates.

The post holder will contribute to the effective and efficient management and co-ordination of the day-to-day financial operations as well as being the first point of contact for financial queries and requests. The post holder will support the Accountant and Management Accountant in the production of forecasts and budgets.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- To act as a point of contact and respond to a wide range of financial enquiries from Professional Services colleagues as well as colleagues within the finance team.
- To investigate financial queries from the Directorates.
- To process journals, accruals and prepayment to ensure accurate monthly management information
- To support the budget and forecasting process
- To monitor and update the Directorate staffing establishments
- To provide financial reports as required by budget holders
- To maintain an auditable financial filing system
- To act as a key financial systems user and run queries and reports as required and advise and train other financial system users in the University
- To ensure effective housekeeping of the Professional Service Directorate workorders within the finance system.
- To ensure compliance with relevant financial regulations, procedures and audit requirements and the resolution of non-compliance.
- To investigate variances to budget
- To input budgets and forecasts into the financial system
- To assist the Accountant, Management Accountant or Finance Manager with project work
- To identify areas for process improvement or efficiencies

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<td>Degree level qualification</td>
<td>Desirable</td>
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<tr>
<td>Part CCAB or AAT qualified</td>
<td>Desirable</td>
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</tbody>
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### Knowledge

- Knowledge and understanding of the accounting practices and procedures used in a large complex organisation | Essential |
- Knowledge of financial regulations and procedures                             | Essential |
- Knowledge of purchase, sales and nominal ledgers                              | Essential |
- Knowledge of the Higher Education sector                                      | Desirable |
- Knowledge of Agresso or similar large financial system                        | Desirable |

### Skills, abilities and competencies

- The ability to make efficient and effective use of standard office computer systems including spreadsheets, word-processing, databases, and on-line tools | Essential |
- Ability to communicate effectively with a wide range of people orally and in writing | Essential |
- The ability to accurately process and record routine financial transactions   | Essential |
- The ability to administer a system, monitor income and expenditure and analyse and evaluate financial performance against budgets | Essential |
- The ability to maintain accounting records and prepare accounts, reports and associated management information | Essential |
- Numeracy skills                                                               | Essential |
- Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines | Essential |
- Ability to use reporting tools within large finance systems                   | Desirable |
- Ability to train users in running routine reports                            | Desirable |
- Budget setting and phasing budgets                                           | Desirable |
## PERSON SPECIFICATION

### Experience

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<thead>
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<tbody>
<tr>
<td>Experience of working in an administrative role in a busy finance office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of working with financial systems and software</td>
<td>Essential</td>
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<td>Experience of processing invoices and raising invoices to customers</td>
<td>Essential</td>
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<td>Previous experience of working in an HE environment</td>
<td>Desirable</td>
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<td>Demonstrate an interest in management accounting and budgeting</td>
<td>Desirable</td>
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### Personal attributes

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<tr>
<td>Able to work as a member of a team</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<tr>
<td>Able to adapt well to change and service improvements</td>
<td>Essential</td>
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<tr>
<td>Desire to improve processes</td>
<td>Desirable</td>
</tr>
<tr>
<td>Desire to progress to a recognised professional qualification</td>
<td>Desirable</td>
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The Finance Department is one of the support directorates at the University. The Corporate Management Accounting team is part of Management Accounts and exists to provide support to the University, its committees, all the management accountants and others in the management of their resources.

All management accountants are managed within the Finance Department. Some are located physically with larger (mainly science) departments, working alongside other embedded finance staff, whilst others are located centrally and service a number of departments.

The Corporate Management Accounts team collates and analyses the monthly financial results, forecasts and budgets for the University including its subsidiaries and reports accordingly to senior management and external bodies.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York
Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
**Apply online**
- Go to [https://jobs.york.ac.uk](https://jobs.york.ac.uk)
- Find this job using reference 6997
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 14 September 2018

**What will I need?**
We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

**Help and assistance**
Direct any informal queries to Joe Connor, Professional Services Management Accountant, Telephone 01904 322089 or email joe.connor@york.ac.uk

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk