Accounts Assistant

Department: Finance

Hours of work: Full time, 37 hours per week (flexibility available with a minimum of 29.6 hours a week (0.8 FTE))

Contract type: Open

Salary: £24,285 - £27,131 per year (Reduced for part time working)
Main purpose of the role

Based in the Group Financial Accounts team, the Accounts Assistant will play a key role in the effective and efficient day-to-day financial operations, processes and accounting systems, including period end tasks, assisting with quarterly forecasts and the preparation of government returns.

Key responsibilities

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

1. Role Specific Responsibilities
   - Complete period and year end tasks including performing balance sheet reconciliations
   - Process journals, accruals and prepayment to ensure accurate monthly management information
   - Assist with the preparation of consolidated accounts and issuing month end reports
   - Assist with the annual external audit and internal audits, collating information requests and responding to queries
   - Support the budget and forecasting process
   - Respond to a wide range of financial enquiries from staff, other University Departments, and other organisations external to the University
   - Act as a key financial systems user and run system queries and reports as required, to ensure effective housekeeping of the Agresso finance system
   - Complete and contribute to projects linked to improving financial procedures and system processes
   - Support the preparation, completion and submission of government returns, including the TRAC (Transparent Approach to Costing) return
   - Assist the Treasury Manager with bank account administration and similar treasury activities

2. University of York Responsibilities for Grade 4

Service and Operational Delivery
   - Use initiative to resolve queries that generally have a readily available answer by reference to policy, past experience and/or where some discretion can be applied.
   - Share knowledge with colleagues and others to enable effective service or operational delivery.
   - Proactively anticipate, explore and respond to customer needs and, when appropriate, propose solutions to resolve service or operational issues.
   - Provide guidance and advice to resolve problems and queries for a broad range of customers.
   - Make effective use of digital solutions to carry out operational activity and highlight opportunities for further efficiencies.
   - Provide effective administrative support to the wider department as required. This may include the coordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel and events.

   Continuous Improvement
   - Contribute to the ongoing improvement, development and implementation of University processes and systems.
   - Advise others and make recommendations into work processes and procedures for consideration by senior management to improve services.
● Proactively identify opportunities for building new personal knowledge and skills.

Specialist Contribution
● Act as a more knowledgeable team member to resolve non-standard or complex queries or advise when to escalate.
● Record data and information accurately
● Analyse, manipulate and interpret information/data and use it to produce reports for distribution to key stakeholders in the process or service.
● Carry out basic analysis and research to inform decision making.

Collaboration and Communication
● Work collaboratively, proactively and flexibly with team members to ensure the smooth running of service and operational delivery.
● Collaborate with team members to anticipate and implement service improvements or alterations.
● Proactively and reactively liaise with contacts and participate in networks and communities internally and possibly externally, contributing to effective collaborative working.
● Act as a supportive and encouraging member of a team, including contributing to the training and induction of colleagues or new staff.

Governance and Oversight
● Apply knowledge of procedures and policy to processes; check and reconcile anomalies within data and information.
● Monitor and evaluate service delivery to ensure compliance with regulatory and professional procedures and standards.
● Monitor data accuracy checks to identify anomalies and ensure the integrity of data and information.

Planning and Organisation
● Plan and organise own workload, including possible project delivery.
● Organise and schedule resources, activities and events.
● Identify priorities and monitor processes and activities to ensure success.
**Person specification**

<table>
<thead>
<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Knowledge and understanding of accounting practices and procedures used in a</td>
<td>Essential</td>
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<tr>
<td>large/complex organisation</td>
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<tr>
<td>Excellent numerical skills</td>
<td>Essential</td>
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<tr>
<td>Excellent Excel skills, particularly pivots and complex formulas, and able to</td>
<td>Essential</td>
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<tr>
<td>quickly learn new systems</td>
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<tr>
<td>Experience of working with financial systems</td>
<td>Desirable</td>
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<tr>
<td>Part CCAB or part AAT qualified</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 4**

**Qualifications:**

- Level 2 qualification including Maths and English. (Qualifications at this level include five GCSEs at grade A*-C/ grade 4-9. Please [view the full list](#). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Accurately record, analyse, interpret and report information/data
- Use digital technologies including Google applications and/or Microsoft Office
- Communicate effectively in verbal and written formats
- Organise activities and resources

**Behaviours:**

- Works collaboratively with others
- Delivers a quality service
- Develops self and others
- Actively champions respect, inclusivity, equality and diversity
- Identifies and implements continuous improvement

Essential