Finance 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:** £27,131 - £33,314 per year (Reduced for part time working)
Main purpose of the role

Based in the Group Financial Accounts team, the Finance 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.

The Finance Assistant supports the Senior Accountant in collating and analysing large sets of data for incorporating into the TRAC (Transparent Approach to Costing) model and TRAC return for submission to the Office for Students.

Key responsibilities

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

1. Role Specific Responsibilities

- Support the Senior Accountant in preparing and running the TRAC model to complete the TRAC return for submission to Office for Students
- Collate, reconcile and analysis of large data sets for inclusion in the TRAC model including staff time, non-staff costs, student numbers and premises data
- Provide front line expertise for TRAC, alongside the Senior Accountant
- Assist with completion of the consolidated quarterly forecasts and associated supporting management information
- Perform period end tasks to support the preparation of period end consolidated accounts
- Respond to a wide range of financial enquiries from staff, other University Departments, and other organisations external to the University
- Act as a key Department Agresso user and run system queries and reports as required, to ensure effective housekeeping of the Agresso finance system
- Complete projects linked to improving financial procedures and system processes
- Assist with the preparation, completion and submission of government returns

2. University of York Responsibilities for Grade 5

Service and Operational Delivery

- Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
- Deliver services to standards set by others, using initiative and independent action to meet service needs.
- Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.
- Where appropriate, solicit customer views on the nature and quality of the service provided.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.
Continuous Improvement

- Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
- Contribute to and/or initiate the development and improvement of methods of service delivery.
- Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
- Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution

- Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
- Carry out investigations, searches and research information and data to identify trends and patterns.
- Analyse data and statistics and provide reports for higher level decision makers.
- Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
- Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
- Engage with external peers and specialists to exchange knowledge and information.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Collaborate with team members to identify and implement service improvements or alterations.

Governance and Oversight

- Implement and monitor recognised procedures to ensure compliance.
- Provide training to team members on procedure e.g. data handling and recording.
- Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation

- Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
- Contribute to longer term plans/programmes of work.
- Plan and organise small scale projects.
### 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 large/complex organisation</td>
<td>Essential</td>
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<tr>
<td>Excellent numerical skills</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent Excel skills, particularly pivots and complex formulas, and able to quickly learn new systems</td>
<td>Essential</td>
</tr>
<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 5**

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Manage small-scale projects                                                | Essential             |
- Gather, analyse, interpret and report data/information                      | Essential             |
- Use digital technologies including Google applications and/or Microsoft Office | Essential             |
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential             |

** Behaviours:**

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