Accountant

Department: Finance

Hours of work: Full time/37 hours a week (flexibility available)

Contract type: Open Contract

Salary: £34,308 - £42,155 a year (reduced pro rata for part time working)
Introduction:

Main purpose of the role

You will work flexibly across a number of departments under the supervision of senior Finance team staff, providing financial and management accounting support, and be an effective contributing member of the finance team.

You will assist in managing budgets, working with departments based across the University of York, in the role of an operational specialist. You will perform detailed work on the financial systems in the production of high quality financial information.

In addition to wider professional service support, and under supervision of senior staff, you may undertake the lead in finance business partnering and planning for smaller business units, or departments. This role will encompass strategic support and also act as day-to-day liaison. You will offer high quality technical assistance, and maintain positive relationships between the finance team and University departments and subsidiaries.

Key responsibilities

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

1. Role Specific Responsibilities

   ● Work flexibly across Academic Accounting under the supervision/direction of the Finance Business Partner / Finance Manager or other senior finance staff
   ● Act as lead financial advisor for smaller business units, performing a monthly management accounting role, and assisting non-financial colleagues in producing financial plans
   ● Develop, design, and runs system reports to assist in the delivery of financial plans, and support financial management
   ● Assist senior Professional Services / Faculty finance staff in the production of financial projections, and monthly variance analysis
   ● Assist in the formulation of projections and forecasts in conjunction with senior finance colleagues
   ● Provide transactional support across the faculty, processing adjustments through the accounting system
   ● Undertake technical accounting work to assist in the production of departmental strategic plans and medium term budgets
   ● Support departments with project financial analysis, business plan production and capital processes.
   ● Line management of a small team of academic finance assistants.

2. University of York Responsibilities for Grade 6

Service and Operational Delivery

   ● Oversee a responsive and proactive support service to ensure service expectations are met.
   ● Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
   ● Contribute to operational leadership teams and decision making to shape the nature and level of support services.
• Implement changes to the design and development of a service.
• Accountable for delivery of a service within a defined area or defined responsibilities.
• Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
• Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
• 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
• Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
• Ensure the review and improvement of systems and procedures in line with University frameworks.
• Review internal and external practice to identify opportunities for future improvements or efficiencies.
• Apply expertise to identify, understand and propose resolutions for issues or problems.
• Proactively identify opportunities for building personal knowledge and skills for self and others.
• Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution
• Provide advice to stakeholders in relation to complex policies, procedures and regulations.
• Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
• Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
• Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
• Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication
• Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
• Build relationships and networks internally and externally to build and update knowledge and skills.
• Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight
• Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
• Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
• Contribute to the creation or development of policy and procedures to take account of internal and external changes.
• Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

• Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
• Plan and manage longer term programmes of work, monitoring progress as required.
• Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
## Person specification

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>AAT qualified or CCAB/CIMA part qualified</td>
<td>Essential</td>
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<tr>
<td>Sound understanding of financial processes, procedures and budgetary requirements</td>
<td>Essential</td>
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<td>Knowledge and understanding of accounting practices and procedures used in large complex organisations</td>
<td>Essential</td>
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<td>Good working knowledge of the UK Accounting Standards including FRS102</td>
<td>Essential</td>
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<td>Experience of using financial accounting systems</td>
<td>Essential</td>
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<tr>
<td><strong>University of York Person Specification for Grade 6</strong></td>
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<tr>
<td><strong>Qualifications:</strong></td>
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<tr>
<td>Level 3 qualification. (Qualifications at this level include A levels. Please <a href="#">view the full list</a>. We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.</td>
<td>Essential</td>
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<tr>
<td><strong>Skills - demonstrates the ability to:</strong></td>
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<td>Lead projects</td>
<td>Essential</td>
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<td>Gather, analyse, interpret and report complex data/information</td>
<td>Essential</td>
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<td>Use digital technologies including Google applications and/or Microsoft Office</td>
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<td>Communicate effectively in verbal and written formats, including the use of a variety of digital tools</td>
<td>Essential</td>
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<td><strong>Behaviours:</strong></td>
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<td>Works collaboratively with others</td>
<td>Essential</td>
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<td>Delivers a quality service</td>
<td>Essential</td>
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<td>Develops self and others</td>
<td>Essential</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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