



March 2019

Thank you for your interest in the post of Financial Accountant. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to Katharine Osborne, Head of Human Resources:

Email: [hmailbox@westdean.org.uk](mailto:hmailbox@westdean.org.uk)

Tel: 01243 818 313

**Closing date for applications: 12<sup>th</sup> April 2019**

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.



## JOB DESCRIPTION

|                     |  |
|---------------------|--|
| JOB TITLE           | Financial Accountant   |
| DEPARTMENT/DIVISION | Finance Department   |
| RESPONSIBLE TO      | Head of Finance & Business Systems   |
| LOCATION            | West Dean College  |
| RESPONSIBLE FOR     | No line management responsibility  |
| ROLE                | Responsible for monthly management accounting, statutory reporting, internal controls and business partnering. |

## GENERAL DUTIES & RESPONSIBILITIES

### 1. Monthly management accounting

- Prepare and post journals e.g. for prepayments and accruals.
- Provide analysis and commentary (including working with budget holders to understand variances).
- Ensure balance sheet accounts are reconciled and any discrepancies investigated.
- Assist with forecasting (including cash flows).
- Report on and develop key performance indicators.

### 2. Statutory reporting

- Prepare information for the annual audit.
- Be a key contact for the external auditors.
- Produce draft statutory financial statements under FRS 102.
- Ensure any changes to accounting standards etc are complied with.

### 3. Internal controls

- Assist in developing and maintaining internal accounting policies.
- Monitoring internal controls.
- Identify internal control weaknesses and assist in implementing improvements.
- Maintain the fixed asset register on a monthly basis.

### 4. Business partnering

- Assist and challenge budget holders in preparing annual budgets.



- Provide ongoing support and challenge to budget holders.
- Identify improvement opportunities and consider alternative approaches.
- Undertake ad hoc costing for capital and revenue projects.
- Promote the principle of value for money through proper procurement practices.

5. **General**

- Carry out other duties as may be reasonably required by the Head of Finance & Business Systems.

This job description is subject to regular review in consultation with the post holder.



## PERSON SPECIFICATION

### Experience

|   |           |
|---|-----------|
| Qualified accountant (preferably ACA) with up to two years' post qualification experience                                       | Essential |
| Experience of producing statutory financial statements and preparing audit information  | Essential |
| Demonstrable experience in the production of management accounts and the provision of financial advice to relevant stakeholders | Essential |
| In depth knowledge of financial accounting processes and procedures   | Essential |
| Experience of working in the Higher Education Sector or one of our key business areas   | Desirable |
| Experience of using Iris Exchequer  | Desirable |

### Education / Qualification

|  |           |
|--|-----------|
| Professional accounting qualification (preferably ACA) | Essential |
| Relevant degree qualification                          | Desirable |

### Skills

|   |           |
|---|-----------|
| High level of analytical and problem solving skills             | Essential |
| Good understanding of Excel                                     | Essential |
| Excellent attention to detail                                   | Essential |
| Excellent verbal and written communication skills at all levels | Essential |

### Personal Characteristics

|   |           |
|---|-----------|
| Ability to work effectively under pressure and to meet deadlines                                | Essential |
| Ability to work collaboratively as part a team  | Essential |
| Professional, enthusiastic and approachable manner  | Essential |
| Confident communicator, with the ability to build relationships both internally and externally. | Essential |



## GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

|           |   |
|-----------|---|
| Contract: | Permanent.  |
| Duties:   | As attached job description.  |
| Salary:   | £35,000 to £40,000 dependent on experience  |
| Hours:    | Full time hours<br>Full time hours is 35 hours per week Monday to Friday  |
| Holidays: | 33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays.  |
| Sickness: | 10 days in any consecutive twelve month period (pro rata), or longer period at the Foundation's discretion, after six months' continuous service. |
| Benefits: | Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.                     |