

Job Description

Prifysgol Wreccsam Wrexham University



Faculty/Department	Finance
Section	Finance
Job Title	Financial Accountant
Reports to	Deputy Director of Finance
Grade	S&AP2

Principal Accountabilities

The post holder will provide a comprehensive financial accounting service to Wrexham University and its subsidiaries. The post holder will support the delivery of the Finance Strategy through a process of annual statutory reporting, cashflow planning and regular statistical reporting within tight timeframes.

The post holder will provide advice, guidance and support to budget holders and senior management of the organisation and external bodies on financial performance matters.

The role requires liaison with senior management and all departments across Wrexham University and its subsidiaries and provides support to achieve its strategic direction.

The Financial Accountant will report to a member of the senior management team within the Finance Department and will be required to represent Finance on working groups as and when required. The role is also responsible for line managing one staff member who will provide support to the Financial Accountant to deliver on duties and tasks. A key requirement is the need to collaborate closely with other members of the Finance Department.

The Financial Accountant will have broad duties and tasks which are expected to include the key tasks below.

Key Tasks

1. Preparation of annual statutory consolidated Group Financial Statements and engage with External Auditors to ensure controls are in place and accounts are reconciled to deliver a clean audit each year. This includes management of the financial year-end processes for the Group.
2. To maintain a knowledge of current accounting regulations and standards to enable financial advice to be provided accurately within Wrexham University and its subsidiaries to ensure on-going compliance.
3. Responsible for the Treasury function of the University. This includes ensuring that all cash balances work to achieve the best possible returns for the Group. It will involve monitoring of the liquidity of the Group via the cashflow model to enable the provision of advice, recommendations and guidance that is compliant with the Treasury Policy.
4. Responsible for monitoring, accounting and reconciling the Group's Balance Sheet in conjunction with the Finance Business Partners.
5. Responsible for monitoring, accounting and reconciling the Group's Fixed Assets, including capital projects.
6. Responsible for monitoring, accounting and reconciling the Group's income and expenditure streams - including income derived from Medr (Commission for Tertiary Education and Research), HEIW (Health Education and Improvement Wales), Student Loan Companies, other tuition fee sources and grant income.
7. Responsible for preparing the quarterly VAT returns, liaising with external stakeholders regarding the annual Corporation Tax returns for the Group and ensuring other returns are carried out (PAYE, Gift Aid etc). The role is required to provide advice on taxation issues as they arise and liaise with the Group's tax advisors.
8. Responsible for ensuring all statutory returns are completed and submitted on time.
9. Prepare monthly accruals, prepayments and other ad hoc journals in conjunction with the Finance Business Partners. The includes posting the monthly payroll journal.
10. Responsible for the management of the finance system including authorisation levels and maintenance of the chart of accounts.
11. Provide support to the Finance Business Partners to produce the annual budgets, maintain the forecast and produce accurate timely management reports.
12. Ensure best practice is maintained at all times. To lead on compliance, ensuring that all procedures and policies are business focused and communicated effectively.
13. To continuously improve the financial accounting processes to ensure they are completed effectively and efficiently as part of the year end audit process.
14. To develop and review management information reports in accordance with any agreed timescale, including ad-hoc requests received from the Executive Director of Finance, Deputy Director of Finance or other end user.
15. Carry out any other duties commensurate with the grading of the post as may be directed by the post holder's line manager.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: Financial Accountant

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Excellent oral and written communication skills	A/I	E
		1.2	In depth knowledge of financial accounting processes and procedure.	I	E
		1.3	Knowledge of Microsoft Excel and other Microsoft office packages in delivering reporting solutions to interested parties	A/I	E
		1.4	Knowledge and experience of the use of ERP accounting software packages.	A/I	E
		1.5	Ability to consider the wider impact of financial reporting decisions across a range of interested parties.	A/I	E
		1.6	Understanding of the accounting framework for HE and the requirements of SORP and International Financial Reporting Standards.	A/I	D
		1.7	Welsh Language skills.	I	D
2	General & Specialist Knowledge	2.1	A good understanding of the University's financial responsibilities including compliance with statutory requirements.	A/I	D
3	Education & Training	3.1	CCAB qualified or part-qualified with experience	A/I	E
		3.2	Evidence of Continuing Professional Development.	A	D

4	Relevant Experience	4.1	Experience of preparing consolidated financial statements and achieving clean audit opinions	A/I	E
		4.2	A demonstrative record of delivering high quality services against challenging objectives and resources	A/I	E
		4.3	Experience of leading, inspiring and motivating teams to drive services forward, achieving high quality delivery within reducing resources	A/I	D
		4.4	Experience of preparation and review of VAT, Tax and other legislative compliant returns	A/I	E
		4.5	Experience of driving and implementing business improvement and change projects in the context of a finance team	A	D
5	Special Requirements	5.1	Strong customer focus and proven ability to build productive relationships at all levels of the organisation.	A/I	D
		5.2	Well-developed interpersonal and team working skills including the ability to actively contribute to the University's priorities and the ability to work effectively across teams to achieve shared goals.	A/I	E
		5.3	A strong commitment to excellent customer service.	A/I	E
Date of Revision					

ey	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

Our Values. Excellence. Click to view.

Our Values. Inclusion. Click to view.

Our Values. Collaboration. Click to view.

Our Values. Transformation. Click to view.

Our Values. Sustainability. Click to view.