

**JOB DESCRIPTION**

**Job Title:** Financial Accountant – Financial Reporting

**School:** Finance

**Location:** Docklands

**Grade:** F

**Responsible to:** Head of Financial Accounts

**Responsible for:** Up to two Assistant Accountants or Accounts Assistants

**Liaison with:** Finance teams, university staff, external stakeholders such as auditors, financial institutions, advisors, and business partners

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success

#BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of universities to have achieved the Race Equality Charter Award, we continue our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive, and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The University of East London Finance department aims to help and support colleagues and students with financial information and advice. We manage the University's financial matters and ensure the business aspect of the University works smoothly and efficiently. Through financial management and budgeting we ensure that UEL has the financial resources in place to invest in the future and to deliver the Vision 2028.

The role of Finance is to provide a comprehensive range of financial services to the University to cover all aspects of financial compliance and proactive financial support to Schools, Services, staff, and students thereby ensuring value for money in the widest sense is achieved.

The team are expanding to match the growth and ambition of the University and as a result three new Financial Accountant posts have been created

**JOB PURPOSE:**

The Financial Accountants are the key positions within the Finance Section, taking the professional lead on the production of group financial statements including the consolidation of subsidiary undertakings and joint ventures, balance sheet reporting, cash flow management, project appraisal and capital expenditure.

The University has embarked on the road to implement a new financial management system, and the post holder will be expected to play a proactive role in developing reports and processes to enhance month- and year-end routines and quality of financial data.

**MAIN DUTIES & RESPONSIBILITIES:**

**General**

* Monitor financial processes and controls as required to ensure that they are adequate and effective, making suggestions for improvements if required.
* Keep abreast of changing accounting guidance, standards, and practice, and working with the Head of Financial Accounts and the Associate Director Financial Operations to ensure the changes are appropriately applied.
* Represent the University at internal and external meetings or events as required.
* To work in accordance with and promote the University’s Equality and Diversity policies
* Line management of staff is to be determined.

**Specific - Reporting and Audit**

To lead on ensuring that the University’s financial procedures and policies are understood and adhered to, and, in particular, those related to the delivery of timely and accurate month-end and year-end, and annual reports and accounts.

The post holder will support the Head of Financial Accounts to deliver an effective financial accounting function, ensuring the underlying financial records of the University and its subsidiaries are appropriately maintained and that the Group meets its statutory and regulatory compliance obligations.

* Assist the HoFA with the production of annual Financial Statements and associated supporting workings papers.
* Assist the HoFA with the year-end exercise by liaising across the finance community (Management Accounts, Accounts Payable, Income and Credit Control, Finance Systems Team; and Procurement).
* Prepare financial information to meet external auditors requests’
* Assist the HoFA with internal audits.
* Review and implement the audit recommendations from the internal and external audits.

**Specific - Subsidiaries**

* Prepare the statutory financial statements for the University’s subsidiaries (two at present) and ensure that these are correctly included in the consolidated financial statements for the University.
* Assist the Head of Financial Accounts and the Associate Director with the conversion of the University’s Financial Statements into US GAAP as required by the US Department of Education.
* Carry out month-end closure to strict deadlines, working closely with Financial Management and the Finance Systems Team.
* Prepare and generate invoices for monthly, quarterly, and yearly intercompany recharges for salaries and staff expenses, service charges, rent, utilities, management fees, and miscellaneous expenditure.
* Prepare and submit monthly management accounts, including Cash Flow, and other financial reports for University of East London Professional Services Ltd (UELPS) and Knowledge Dock Ltd (KDL) to the Associate Director – Financial Operations and other Company Directors
* Prepare the annual budget for KDL in collaboration with the Manager of KDL, for review and approval by KDL’s Board of Directors.
* Review documents for consultancy projects (project planners, contracts, etc) and the projects setup. Issue invoices, monitor projects’ budgets, provide financial information to project managers, calculate, and allocate surpluses to the relevant general ledger codes; prepare journals for the year-end.
* Prepare KDL’s financial information for the Research and Development Support (ReDS) team for inclusion in the mandatory annual Higher Education Business & Community Interaction Survey (HE-BCIs).
* Lead on external financial reporting to ONS, HMRC and Companies House for the subsidiaries, ensuring it is timely, accurate, and in line with all statutory reporting requirements
* Ensure that the Gift Aid payments from KDL and UELPS are paid to UEL within the qualifying timescale to avoid any tax liability.

**Specific - Other**

* Manage the reconciliation and review process for balance sheet accounts, ensuring that errors are corrected promptly. Reconcile the intercompany control account monthly for review by the HoFA.
* To ensure that the interfaces to UNIT4 take place daily and the batches are posted accurately and timely.
* Be involved with the maintenance of University’s Fixed Asset Register, ensuring it is updated to reflect capital additions, disposals, transfer of asset under construction, depreciation, revaluations, and fixed assets impairment.
* Oversee all aspects of accounting for Deferred Capital Grants, including management reporting, year-end financial statement reporting and forecasting.

Any other duties that may be required by the Director of Finance or Associate Director Financial Operations. These duties are a guide to the work that the post holder will initially be required to undertake and may be changed from time to time to meet changing circumstances. This document does not form part of the contract of employment.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential criteria:**

* A CCAB professional accountancy qualification or have made substantial progress towards such a qualification. (A/I).

**Desirable criteria:**

* Experience in the UK higher education sector or similar complex environment. (A/I).

**OTHER ESSENTIAL CRITERIA:**

**Knowledge and Experience**

* Relevant up to date accounting knowledge and ability to apply to the situations, understanding of financial reporting standards, the preparation of group financial statements and in responding to external audit requests and queries.
* Excellent IT skills, expert spreadsheet skills, a working knowledge of Microsoft Office applications and competence in using ERP systems.

**Communication**

* Excellent influencing and communication skills and ability to negotiate with stakeholders. (A/I).
* Ability to relate complex financial issues and models to non-finance staff in clear and concise ways (A/I).

**Planning and Organising**

* Ability to recognise and resolve conflicting priorities (A/I).
* Ability to work to demanding deadlines and with a high degree of accuracy and discretion (A/I).

**Teamwork and Motivation**

* Ability to train staff on financial and financial system matters. Ability to lead, giving expert advice and offering support and guidance, to allocate, coordinate and supervise tasks, combined with experience of motivating others to deliver goals, objectives and agreed service levels. (A/I).

**Liaison and Networking**

* Ability to collaborate efficiently with other staff with either a financial or non-finance background and to build trusted and effective relationships with senior stakeholders (A/I).

**Service Delivery**

* Ability to manipulate large volume of data and experience of carrying out detailed analysis of data, especially during the year end to provide the results to external auditors and senior management (A/I).

**Analysis, Initiative and Problem Solving**

* Considerable personal initiative and strong interpersonal skills (A/I).

**Other Essential Criteria**

Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (A/I).

Criteria tested by Key:

A = Application form

C = Certification

I = Interview

T = Test