

JOB DESCRIPTION

Job Title: Assistant Accountant

Department: Bursary

Reports to: Finance Manager

Purpose of role:

The role holder will support the Finance Manager/Finance Director and other Senior Accountants in producing financial reports throughout the year as well as statutory accounts and any other needs of the department.

The role holder will be responsible for several of the College's bank accounts, ensuring that payments and purchases are allocated correctly with a particular emphasis on funds and trust funds. They will also need to advise and support other departments with regards to financial information and accounting practices.

The role holder will provide as financial guidance and support to College departments and student societies, Fellows and Committees, ensuring that they follow correct financial process and procedures.

Key accountabilities:

- Administration of the Senior Bursar and Senior Bursar General bank account ensuring that any payments from the account are approved by Council by collating evidence, matching against council minutes. Accurately processing the invoices on the financial accounting system, NetSuite and arranging payments as necessary. Work out dividend income sweep split when dividend income comes in at the end of each month and produce journal to allocate accordingly.
- Management of the allocation of monthly donation income to relevant profit & loss and balance sheet funds, ensuring accurate posting to financial system. Liaise with ARDO (Alumni Relations and Development Office) to reconcile all donations to specific bank accounts, producing monthly spreadsheets for each fund, journal preparations and posting on the financial system. Deal with any queries relating to the account, liaise with ARDO to resolve any problems and adjust the accounts as required.
- Responsibility for short term cashflow forecasting and management. Daily analysis of balances of all bank accounts and the requirement for funds in the short term eg Supplier Accounts payment runs, VAT payments, salary payments and any anticipated payments. Work with Senior Accountants to produce monthly cash flow report for all Barclays accounts, BlackRock, JPM and subsidiaries. Note where the larger receipts and outgoings are.
- Produce monthly Net Asset Value Report to show value and growth of Endowment and ATF investments. Work with Senior Accountant to identify any changes in ATF/Endowment split and send split out to JPM on a monthly basis.
- Analyse monthly JPM invoices and seek approval for payment.

- Administration of the complex student fund schemes (over 200), due to the number of funds and format of the payments, using a matrix to prepare named awards. Using report received from members accounts to see value of student award issued termly and analyse how much should be allocated to general funds and how much to the named awards – keeping accurate records throughout the year and following year end procedures to ensure all awards have been allocated correctly.
- Update and produce forecasts of Trust Fund balances throughout the year when requested by fund managers/award administrators/ARDO. Updating Trust Fund balances on the College intranet.
- Assist the Finance Manager and Director of Finance in the preparation of year end accounts, liaising with team over any anomalies with regards to posting and further analysis into transaction/allocations as required.
- Undertake analytical or reporting tasks as required by the University including HESA, the Education Expenditure report and expenditure on mental health and hardship. Download transactions, analyse, and populate reports requested by the University. Education expenditure report. Assess the cost of education for previous year by downloading and analysing transactions, reconciling the costs to the transactions. Assist Senior Accountants with Fellows Notes as necessary (student awards etc.).
- Prepare journal of income & expenditure for furnished lets monthly, in relation to managed properties. RH is responsible for income and expenditure statements, ensuring accurate information is processed in the financial system, preparing the journal accordingly.
- Work with Pay and Pensions team to review and post Staff and Fellows Payroll to NetSuite on a monthly basis.
- Approve payments on Barclays.net – RH authorised to solo authorise payments up to £5,000
- Undertake audit and year end work in relation to accounts and trust funds under RH's responsibility – checking that accounts are fully up to date and accurate in preparation for audit and to be able to answer and assist with any queries the auditors have.
- Reconcile housing loan on NS to housing loan database on a quarterly basis.
- Working with relevant Fellows and Committees, analyse the accounts of clubs and societies, producing reports to the respective committees, informing them activity during the year, including grants and arrangements for transfers of funds. Produce quarterly account summaries and upload to SharePoint.
- Reconcile costs for the Joint Lectureship Scheme and pay University on a quarterly basis.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	<p>Experience in an accounts based role with duties including purchase ledger, cash book, reconciliations and journal entries.</p> <p>Knowledge and experience working with accounting systems such as SAGE or Netsuite and be able to adapt to using new systems.</p> <p>Use of online business banking.</p> <p>Knowledge and understanding of University/College accounts including trust funds, bursaries and student awards.</p>
Skills	<p>Should be well experienced in Excel, being able to use formulas, pivot tables and spreadsheet formatting.</p> <p>Good written and oral communication is necessary as there is a need to communicate with many internal and external people.</p> <p>Understand how to analyse accounting data and explain variances.</p> <p>Be able to work independently, manage and plan own workload.</p> <p>Produce work to professional accounting standards.</p>
Qualifications	<p>Applicants must be part-qualified/late finalist in an accounting qualification. On-going training and development, in the process of progressing in professional qualifications.</p>
Additional requirements	<p>Sometimes extra demands may be required outside of normal work.</p>

EMPLOYMENT DETAILS

Rate of Pay:	In the range of £36,000 - £38,000pa dependant on experience and qualification progress plus financial support for professional accountancy qualifications
Hours:	36.25 hours per week.
Location:	The role is based in College (not hybrid).
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff can join the schemes after successful completion of their probationary period, subject to eligibility.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Cycle to work Scheme	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work, and the College may be able to provide covered cycle parking.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.