

JOB DESCRIPTION

Job Title: Senior Accountant – Endowment Support

Department: Bursary

Reports to: Director of Finance

Responsible for: Dotted lines into transaction support team

Purpose of role: Responsible for the financial recording and reporting of external assets and income of the College which is derived from investments in property and securities. Assisting in the preparation of reports including consolidation and statutory accounts for year end. Assisting with clearing of auditor queries.

KEY ACCOUNTABILITIES:

1. Preparation of quarterly/annual management accounts, forecasts and budgets for External Revenue including subsidiaries for the Senior Bursar, Investment and Expenditure committees. Prepare detailed variance analysis reports quarterly for capital, income and expenditure including Trust funds. Prepare quarterly/annual sales and purchase reports detailing transactions, values and gain & loss.
2. Ensure all Tax documentation in relation to endowment funds and investments are up to date.
3. Liaise with Senior Bursars office quarterly to ensure all capital expenditure has been identified and complete a year end reconciliation with them to ensure property valuations have taken all capex into account. Preparation and reconciliation of agents fee accounts monthly. Liaise with Senior Bursar's office relating to investment, sales purchases, etc..
4. Ensure bank accounts are reconciled monthly and agree with TB. Ensure that VAT is reported monthly, check quarterly VAT return. Maintain College cash balances and liaise with SB office to maximise interest. Ensure all supplier invoices are coded correctly and paid in a timely manner.
5. Ensure all transactions are processed accurately and timely working with the transaction teams.
6. Ensure monthly complete and accurate input to College accounting system.
7. Monthly reporting to Senior Bursar – cash flows and investments. Quarterly reporting to Investment Committee.
8. Providing adhoc reports and dealing with queries on endowment portfolio as requested.
9. Liaising with Director of Finance, auditors and agents to agree accounting treatments for complex transactions. Assist in year end audit for both subsidiaries and College.
10. Provide list of properties owned annually for College website.
11. Where requested provide support on due diligence for prospective tenants or investments.

PERSON SPECIFICATION

Experience and Knowledge

- Production of accounts and reports for Financial Committees
- Securities trading and administering experience
- Integration of significant subsidiary companies

Skills and Personal Attributes

- Knowledge of uk/overseas taxation regulations relating to securities
- Strong technical accounting knowledge
- Advanced Microsoft Office skills
- Excellent Excel skills including macros, VLookups, Pivot tables
- Ability to prioritise workloads and meet deadlines
- Good communication skills
- Management skills

Qualifications

- Fully Qualified Accountant

EMPLOYMENT DETAILS

Salary:	£45,612 per annum.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch provided for staff who are on site and whose duties cover this period.
Pension scheme:	<p>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.</p> <p>5% staff contribution and 10% College contribution. Contributions can increase up to 8% with 16% College contribution.</p>
Private Health Care:	The College provides private health and dental insurance for self and family. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A 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, up to a maximum value of £6,000.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
Childcare:	Access to a workplace nursery, subject to places being available.