

JOB DESCRIPTION

Job Title: Senior Accountant – Reporting

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 operational income and expenditure of the College which is derived from all activities which are not investment related. This includes responsibility to ensure month end processes and reporting to department heads and committees is carried out accurately and in a timely manner, assisting with preparation of reports including consolidation and statutory accounts for year end. Assisting with clearing of auditor queries, dealing with queries pertaining to own area of work. Working with Fellows, senior management and key stakeholders to produce and manage their financial resources to high professional accounting standards.

KEY ACCOUNTABILITIES:

1. Preparation of monthly/quarterly/annual management accounts, forecasts and budgets for all operational activities on behalf of the internal College departments. Present analysis for the Senior and Junior Bursars, Expenditure, Catering, Building and other operational committees. Prepare detailed variance analysis reports monthly for income and expenditure by department and by project for department heads and consolidated reporting for the Senior Bursar and Director of Finance, using visual techniques and high-quality written narrative. Support the department heads to use the reports as the basis of planning and decision making.
2. Manage the internal College departments' financial resources, advising, supporting and training Fellows, senior management and other key stakeholders in terms of setting budgets, budget management, development of business cases for capital expenditure in accordance with good financial governance.
3. Work with Fellows, senior department management and other key stakeholders to formulate and implement financial governance and refine costing models in a consistent way but being aware of the constraints and nuances of each department in order to provide specific and relevant advice and guidance.
4. Support Fellows, senior management and other stakeholders in costing and understanding the financial implications of short, medium and long term goals and plans. Provide key management information to aid decision-making by including forecasting, scenario planning and analysis. Support and contribute to continuous improvement of existing systems and designs and be involved in the implementation of new processes and systems.
5. Provide financial support to the internal departments of the College, including expert guidance on procurement, providing support for procurement exercises, on the necessary route.
6. Validate the management accounts by analysis to ensure accurate processing and recording of transactions so that the management accounts are complete and accurate and provide a transparent

view of the finances of the College. Where necessary to investigate and provide analysis of inconsistencies and inaccuracies of postings to be fixed by the transaction team.

7. Liaison with the finance team including Pay & Pensions and Members Accounts to ensure all balance sheet accounts are reconciled monthly and adjusting journals which are processed on a timely basis to ensure accurate management accounts.
8. Ensure bank accounts are reconciled monthly and agree with the trial balance. Maintain College cash balances.
9. In liaison with the Senior Accountant, Endowments, provide cash flow reports and recommendations on management of cash and investments.
10. Providing adhoc reports and dealing with queries on operational income and expenditure as requested.
11. Liaising with Director of Finance, auditors and agents to agree accounting treatments for complex transactions. Assist in yearend audit.
12. Provide business cases for large internal 'capital' projects including major refurbishments.

PERSON SPECIFICATION

Experience and Knowledge

- Production of accounts and reports for Financial Committees
- Working with multiple departments and 'branches' as part of Integrated management accounting

Skills and Personal Attributes

- Knowledge of UK taxation
- Strong technical accounting knowledge
- Advanced Microsoft Office skills
- Excellent Excel skills including macros, VLookups, Pivot tables
- Ability to prioritise workloads and meet deadlines
- Able to interpret and operationalise complex organisational objectives to advise on improvements in operational functioning
- Ability to communicate to non-specialists the meaning and implications of financial information.
- Excellent oral communication skills, able to present fluently, credibly and with authority to multiple audiences
- Highly organised with excellent attention to detail and very high levels of accuracy
- Skills in summarising and presenting financial information accurately and concisely for a wide range of audiences, using both visual and narrative methods
- Must regularly update their financial skills particularly in relation to new legislation and best practice

Qualifications

- Fully Qualified Accountant

Additional Requirements

Desired Experience:

- Process mapping and review
- Implementation of accounting software
- Working within Higher Education

EMPLOYMENT DETAILS

Salary:	Competitive
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 £2,000.
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.

ORGANISATION CHART

