JOB DESCRIPTION

Job Title: Assistant Accountant (temporary 6 months contract)

Department: Bursary

Reports to: Finance Director and Deputy College Accountant

Purpose of role:
This role will work with the Finance Director, Deputy College Accountant and the Bursary team to support the delivery of a professional and responsive Bursary service for the College.

Responsibilities example:

- To prepare trial balance sheet accounts reconciliations, including payroll accounts on a monthly and quarterly basis. Carry out necessary corrections in a timely manner
- To analyse, prepare and post accounting journals relating to the Income and Expenditure accounts, Catering accounts, Trust Funds, and subsidiary companies on a regular basis
- To assist in the production of quarterly, half yearly and annual management accounts
- Prepare and post payroll journals on a monthly and quarterly basis
- To manage and reconcile bank accounts as required
- To analyse and post business credit cards transactions on a monthly basis
- To assist with the development and implementation of the electronic payments project
- To assist with the preparation for the annual audit, production of Statutory accounts and Fellows Notes
- To assist with other matters as required
PERSON SPECIFICATION

Experience and knowledge

- AAT Qualified or part qualified ACCA/CIMA
- Relevant experience of working in an accounts environment
- Experience of working with Microsoft Office, and high level Excel required. (A working knowledge of pivot tables and lookup formula is required)
- Experience of handling databases and downloading data
- Competence in and confidence with Maths
- Preferably experience of working within Higher Education or Charities

Skills and personal attributes

- An interest in accounting and finance
- A thorough, methodical and logical approach
- Strong interpersonal and communication skills
- Self-motivator
- Ability to manage own workload, work under pressure and prioritise as instructed
- The ability to work as part of a team
- The capacity to understand and handle complex information and solve problems
- Discretion and honesty when handing confidential information