

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Financial Accountant</b>
<b>Ref no:</b>	<b>FIN552-R3</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Service:</b>	<b>Financial Services</b>
<b>Grade:</b>	<b>Grade 6</b>
<b>Starting Salary:</b>	<b>£37,357 per annum inclusive of Outer London Weighting rising to £42,653 incrementally each year</b>
<b>Hours:</b>	<b>35.5 hours per week, actual daily hours by arrangement</b>
<b>Period:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>Senior Financial Accountant</b>
<b>Reporting to</b> <b>Job Holder:</b>	<b>N/A</b>

**Overall purpose:**

A portfolio of financial accounting duties including; monthly reporting; statutory accounts production; auditor liaison; development of appropriate controls and procedures; balance sheet accounting - control account and other reconciliations; fixed asset accounting - Oracle Fixed Asset Register (FAR) maintenance and development; VAT and other taxation returns.

**Principal Duties:**

- Supporting the SFA on the production of the University's monthly accounts, including balance sheet entries to GL and reporting to quarterly pack. Through close working with other members of FS, to ensure timetables are communicated, GL is closed, and all accounting entries are reconciled on the University's balance sheet and accounting system (Oracle)
- To contribute to the production of the University's monthly accounts, through close working with other members of FS, to ensure timetables are communicated out, GL is closed, and all accounting entries are reconciled on the University's accounting system (Oracle)
- To contribute to the planning and production of the University's annual accounts and to assist the SFA in maintaining effective liaison with the auditors. This will include:
  - issuing year-end guidance notes to Finance and non-Finance staff per timetable
  - producing reconciliations and working papers in agreed format to support statutory accounts details
  - assisting with the consolidation of subsidiary companies into parent
  - ensuring compliance with accounting standards and University accounting policies
  - dealing with audit queries and helping implement remedial actions from the audit
- To support the SFA on taxation matters including the production of statutory returns for VAT, Employment Taxes and Corporation Tax. To maintain necessary audit trails on the Oracle system. To assist with taxation guidance, advisor and HMRC compliance visits
- Fixed asset accounting to ensure all capital expenditure is captured and processed in the Oracle FAR. As part of this:
  - to maintain the fixed asset accounting control framework in processing transactions in the FAR

- to update the FAR records on a monthly basis for acquisitions, disposals, transfers, depreciation
- calculations and assist on their financial modeling
- to monitor the assets under construction and in-use dates
- production of relevant FAR reports
- to produce reconciliations between the Oracle projects, FAR and GL modules

- To account for assets and liabilities of the balance sheet for monthly accounts and the annual statutory accounts
- To support the processing of bank transactions and treasury administration including setup and maintenance of users
- To assist with the resolution of pension queries in line with agreed University and pension scheme policies and procedures. To assist the SFA in the regular review and update of those pension policies in line with scheme and pension tax regime changes
- To assist in the development and delivery of training and resources for University VAT and Tax matters, with particular emphasis on the practical applications
- To carry out such other duties appropriate to the grade as may be requested by the FC

## **PERSON SPECIFICATION**

### **Job Title: Financial Accountant**

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

### **SELECTION CRITERIA:**

#### **Education**

Essential:

- Be a part-qualified CCAB accountant or qualified through significant relevant experience

#### **Experience**

Essential:

- Financial accounting, preferably in a large organisation
- Producing statutory accounts and resolving audit queries
- Developing guidelines and procedures
- Experience of dealing with auditors
- Preparing VAT and taxation returns
- Use of large financial systems
- Understanding of reconciliations
- Carrying out processes within a reporting timetable

Desirable:

- Familiar with Oracle Financials

#### **Knowledge and Skills**

Essential:

- Strong organisational skills
- Ability to use Microsoft Excel to analyse large data sets
- Ability to accurately enter, extract and interpret data from a financial system and spreadsheets
- Analytical abilities, numeracy, and the ability to think logically
- Sound understanding of accounting concepts
- Understanding of the need for strong financial and system controls
- Ability to manage time, meet deadlines and prioritise workloads
- Good communication and interpersonal skills

Desirable:

- Knowledge of Higher Education and University Finances
- Training skills

#### **Disposition**

Essential:

- A rational and objective person who is keen to take responsibility for delivering a good customer service
- Outcome focussed, self-motivated, flexible and enthusiastic

- Must have a hands-on, pragmatic approach, willing to help out where necessary

### **Equality Diversity and Inclusion**

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion

### **MU Services Limited**

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

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**Annual Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

This role is based at the Hendon campus and is expected to be in the office a minimum of two days per week.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

### **Parking at Hendon campus:**

There are currently Regular Parking Permits and Pre-Paid Parking options available to new joiners. Further details are available on the Travel and transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

### **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

### **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

**What Happens Next?**

**If you wish to apply for this post please return to the portal and click on Apply Online.**

If you wish to discuss the job in further detail please contact Jana Hanuljakova, Senior Financial Accountant, via email at [j.hanuljakova@mdx.ac.uk](mailto:j.hanuljakova@mdx.ac.uk)