

Job Description

Financial Accountant

Finance

Finance



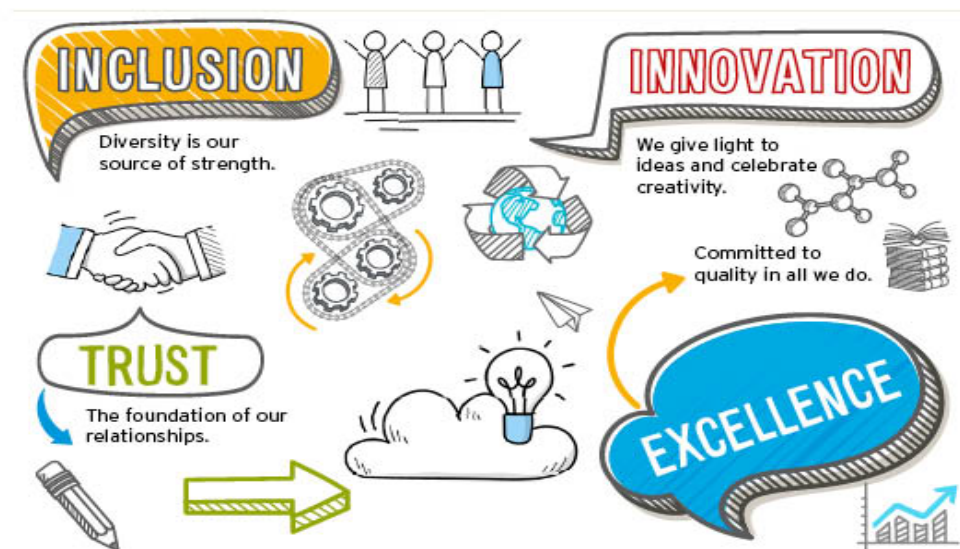
Brief summary of the role

Role title:	Financial Accountant
Grade:	9
Faculty or Directorate:	Finance
Service or Department:	Finance
Location:	Phoenix Northeast
Reports to:	Deputy Financial Controller
Responsible for:	Finance Officer
Work pattern:	Full-time (Hybrid)

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer, each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• CCAB qualified accountant
Desirable	<ul style="list-style-type: none">• Master/MBA

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Excellent finance and accountancy skills• Experience of a wide range of financial accounting, treasury management and tax matters including preparation of Financial Statements.• Experience of interpreting and advising on complex technical standards and regulations• Experience of developing systems, procedures and internal controls• Leadership and management of teams operating financial processes, financial controls, in an environment characterised by high degrees of accuracy.• Development of policies, procedures and guidelines• Have excellent interpersonal skills and be able to communicate effectively with a wide range of colleagues.
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	<ul style="list-style-type: none"> • Have experience of organisational change and be able to think imaginatively, have the capacity to innovate and a willingness to exercise leadership. • Excellent leadership skills with the capacity to build a strong team with a sense of common purpose and commitment to overall success
Desirable	

Personal attributes

Essential	<ul style="list-style-type: none"> • Leadership in a motivational manner • Ability to work flexibly and demonstrate resilience and tenacity • Proven ability to work collaboratively and cross boundaries as a team member • Ability to develop and maintain excellent relationships with colleagues and provide advice and guidance on financial management matters • Proven ability to horizon scan, identify opportunities/ challenges and inform key decision making seeing the bigger picture • Ability to question and challenge and deliver tough messages. • Ability to problem solve
Desirable	

Main purpose of the role

- Takes lead responsibility for statutory accounting and reporting. Preparing annual audited financial statements, for the University and its subsidiaries
- Take a lead role in reviewing and interpreting current and proposed financial legislation and documents that impact on regulatory reporting.
- Provides technical advice and assistance to the Finance team in relation to financial reporting.
- Lead the University's treasury management function including the daily management of surplus cash and the investigation of new options.
- Act as the principal point of contact on all tax matters, for HM Revenue and Customs and for the University's tax advisors.

Main duties and responsibilities

1. Take a lead role in the year end close, audit and financial reporting. Working alongside the auditors and regulatory bodies to ensure compliance with statutory and sector requirements.
2. Take responsibility for ensuring the accuracy of the General Ledger, having full control of the balance sheet and control accounts.
3. Liaising with internal / external auditors as appropriate and ensuring that agreed recommendations are implemented.
4. Monitor cash-flow, investment and loans highlighting any risks and assisting the business in using their financial resources effectively.
5. Lead on University's indirect tax affairs, including the preparation of corporation tax return, compiling the partial exemption calculation and signing of the quarterly VAT returns in accordance with relevant standards, procedures and timescales.
6. Seek and implement improvements to reduce transaction costs, provide safe and secure electronic solutions, a high degree of control and integrity of record-keeping.
7. Keep abreast of and incorporate any changes in recommended accounting practices.
8. Keep up to date with all developments and changes in relevant legislation, statutory guidance, policy developments and working practices ensuring the University is compliant.
9. Develop systems and ensure high levels of internal control are maintained.
10. Contribute to development of financial policies and promote 'good financial practice' across the University
11. Provide strategic advice on all new business decisions, ensuring financial viability and value for money.

12. Manage and develop the performance of your direct reports encouraging and supporting across the whole team a culture consistent with the University's ethos, aims, mission and values.
13. The preparation of reports to the Committees and Executive Board on matters relating to cash and debt.
14. Deputise for the Deputy Financial Controller and undertake other responsibilities as and when required that are commensurate with the post.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job, or the level of responsibility entailed.