

Assistant Accountant

Job Specification

Date created: January 2024

JOB DESCRIPTION

Employment status:	Permanent, full time
Hours:	35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m.
Location flexibility:	The place of work for this role is Horizons based , with the majority of your working week spent at our office in Reading and the rest at your home*; the exact split of days/hours is negotiable but must include a minimum of 3 working days per week spent at Horizons. However, you may work more in the office should you wish. <i>*Please note working at home is only possible if your environment meets certain conditions – see our Future Ways of Working at UCEM document</i>
Department:	Vice Chancellor's Office
Line manager:	Lucy Kidson, Management Accountant

Role summary

This is a fantastic opportunity for a driven and detail-orientated Assistant Accountant to work within UCEM's busy Finance Department. This role primarily provides support to the Management Accountant in ensuring the completeness and accuracy of accounting records and financial reporting, whilst also providing support to all colleagues on the finance systems.

You will assist with month end, audit, budgeting, statutory accounts preparation and business partnering. This role will allow for a solid foundation of practical experience to support your CIMA or ACCA studies. When required, you will provide support to other colleagues in the team and in the wider company.

Role accountabilities and responsibilities

Routine Accounting

- Month end journal processing including accruals, prepayments and payroll journals.
- Posting cost reallocations.
- Balance sheet reconciliations.
- Maintenance of the Fixed Asset Register, including additions, disposals and depreciation postings.
- Posting, reconciliation and forecasting of investment.
- VAT return and reconciliation.

Reporting, budgeting and forecasting

- Assisting with the production of the monthly management accounts.
- Provision of financial analysis and variance analysis.
- Business partnering with an Executive member and their Divisional managers on monthly management accounts.
- Assistance with budgeting and forecasting.
- Assistance with Statutory financial accounts.

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- Assistance with audit.

Financial systems

- Investigating transactional issues in relevant systems.
- Updating finance systems with new codes/analysis codes.
- Providing support and training to end users e.g. in purchase ordering.

General

- Providing support when required to members of the finance team.
- Undertaking other duties of similar nature which fall within the scope of the post which may be required from time to time.

Line management responsibility:	NONE
Budget responsibility:	NONE
<u>In this role you will liaise with:</u> List only the key external and internal contacts	Finance team members, Internal business partners and Internal staff members

PERSON SPECIFICATION

Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
GCSE Maths and English Language Grade C or 4 or above	X				
ACCA/ CIMA Part qualified/ Actively studying		X	X		
AAT Qualified or equivalent qualifications	X		X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
Previous experience	Essential	Desirable	A	I	T
Experience in a similar role	X		X	X	
Experience working in the Higher Education sector or a similar organisation		X	X	X	
Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Good understanding of accounting/ bookkeeping procedures	X			X	
Strong understanding of Excel e.g. Pivot tables, Lookups	X		X		X
Effective time management and organisation skills	X			X	
Knowledge of Agresso		X	X	X	

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Knowledge of using accounting systems	X			X	
Strong communication skills	X			X	
Ability to operate effectively as a member of a busy team and be a team player	X			X	
Accuracy and attention to detail	X			X	X
Proactive approach using initiative and a keen interest in learning	X		X	X	
Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: https://www.ucem.ac.uk/core-values/	X			X	
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, Prevent, EDI, and Anti-bullying, Harassment and Sexual Misconduct	X			X	

PAY & BENEFITS

- Salary up to £32,000 per annum.
- Study support available for CIMA or ACCA.
- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the People's Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay, where applicable).
- Wellbeing support and full access to the Employee Assistance Programme, as well as the SilverCloud mental health platform. Several UCEM employees are trained Mental Health First Aiders and can support staff.
- Car parking may be available at our Horizons office; this depends on your designated place of work and working pattern, as well as parking availability; you may ask to join the waiting list. Do not assume you will have parking when you start employment; you must plan for alternative travel to work if attending Horizons.
- Cycle to Work and Electric Vehicle salary sacrifice schemes and access to Tax-Free Childcare (Government scheme).
- Life assurance cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to range of lifestyle discounts (savings on everyday purchases) and access to two learning platforms.

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On the *Join the team* page of our website, you will find the full list of employee benefits at UCEM

APPLICATION PROCESS

IMPORTANT! All job applications must be sent to recruitment@ucem.ac.uk and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application. In addition, if you apply for this job on the recommendation of an existing UCEM employee, please make sure to mention their name within your application **and** that the recommendation was part of the Employee Referral Bonus Scheme.

To apply for this role, please send the following to recruitment@ucem.ac.uk (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability* for the role; AND
3. A completed **Recruitment Check Form** which is available from the *Current vacancies* page of our website.

The above items constitute a complete job application. *We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

We are committed to driving forward our sustainability agenda to secure a sustainable future and our long-term ambition is to be the world's most sustainable university. We recommend you visit our website to find out more about our sustainability strategy: <https://www.ucem.ac.uk/sustainability/>

Internal applicants are advised to inform their line manager of their application.

NO AGENCIES: We are not using agencies for this vacancy, and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact Lucy Kidson on 0118 467 2384 or email l.kidson@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 2454 / 2433 or email recruitment@ucem.ac.uk

Closing date and next steps

30 January 2024 at noon.

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

Interview details

Dates for interview will be advised to you later in the process.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

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Interviews are normally carried out over Zoom or Microsoft Teams, however we may invite you to visit our Reading office.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.

Equality, diversity, and inclusion

Here at UCEM we champion equality, diversity, and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

Pre-employment checks

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.