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| **University of St Andrews****Finance****Senior Finance Assistant – CG1145KC** **Further Particulars for Applicants**  |

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| **Finance** |

The University of St Andrews enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 2,000 staff and has a student population of just over 7,000.

The Finance Department has 49 people split over two main locations. Financial Accounts, Tax & Treasury and Operations are currently based in the Old Burgh School (Abbey Walk) with the Advice and Support section (incorporating Management accounts and the Research Funding Office) based in the Gateway building at the North Haugh.

Our annual income for 2014/15 was in the region of £212million.

**The job description for this role is attached below.**

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|  **Job Description** |

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| Job Title: Senior Finance Assistant (Financial Accounts) School/Unit: FinanceReporting to: Financial AccountantJob Family: Managerial, Specialist & AdministrativeDuration of post: Fixed until 30 April 2018 | Working Hours: Full time/ 36.25 per weekGrade/Salary Range: Grade 4/ £21,391-£24,775 *per annum*Reference No: CG1145KCStart Date: As soon as possible  |

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| **Main Purpose of Role** |

Based in the Financial Accounts section of Finance, you will be primarily involved with ensuring the integrity of the University’s balance sheet ledgers by performing key reconciliations, analysis and dealing with queries and problems arising from this process. In particularly you will be solely responsible for processing, reconciling, analysis and reporting of University Fixed Assets (value £243m).

Completeness and accuracy are paramount as Financial Accounts is primarily concerned with compliance and regulatory requirements.

An excellent communicator (verbal and written) with the ability to work with and build strong relationships at all levels, including Senior Executive staff, within Finance, Central Units, and Academic Schools.

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| **Key Duties and Responsibilities** |

**Monthly Management Reporting Process**

1. Performance of key month-end processes, journals and adjustments as required within the strict deadlines as set by the month-end timetable.
2. Timeous investigation, follow-up and resolution of any items or errors picked up in the month-end reconciliations with minimal supervision.
3. Prepare detailed monthly analytical review for the fixed asset notes in the accounts fully justifying any movements in the month and to date based on knowledge and expectations built up through liaison with Estates and FAS. This report is reviewed on an annual basis by the external auditors and forms part of the year-end audit pack as one of the main controls over the reasonableness of these account balances.
4. Run depreciation in accordance with the timetable and prepare monthly analytical review for depreciation by analyzing movements in the month and to date with comparison to budget.
5. Preparation of monthly balance sheet account reconciliations and follow up and resolution of any reconciling items.
6. Prepare detailed analytical review for creditors c£40million and made up of c. 70 accounts. This report is the main control over the reasonableness of these balances and any movements in the month and to date should be justified based on knowledge and expectations. This report is reviewed on an annual basis by the external auditors and forms part of the year-end audit pack. As a complex account, discretion and judgment are required in order to ensure that an efficient review is carried out.
7. Prepare the prepayment journal by reviewing payments made in advance and determining the period covered and journaling accordingly.
8. Prepare the lead schedules as required for audit and investigate and adjust any discrepancies identified.

**Capital Reporting**

1. Full ownership and responsibility for ensuring the accuracy of Fixed Assets figure in the accounts (value c. £235m) including full monthly journals and reconciliations within the strict deadlines as set by the month-end timetable.
2. To be solely responsible for reviewing spend on capital items to ensure it complies with the reporting standard for Tangible Fixed Assets and to proactively advise other staff members (within Finance and other Units as required) on what can be capitalised and what cannot.
3. Keep up to date with published technical Financial Reporting Standards, in particular reporting standards for, Tangible Fixed Assets and Impairments, proactively interpreting any implications for the university and communicating and implementing same.
4. To review expensed items and capitalise in line with university capitalisation policies and the relevant technical reporting standards.
5. Maintain and reconcile the University’s fixed asset register ensuring that integrity checks are carried out.
6. To liaise with Estates Project managers and attend and contribute to meetings as required.
7. To manage and update the capital plan in accordance with information obtained from attending Capital Investment Group meetings and liaison with the Finance Director. To update the actual spend on projects on a monthly basis to ensure the cash forecast is accurate and the project spend is in line with expectations.
8. Prepare the annual budget for capital expenditure and depreciation.
9. Ensure that financial processes and procedures manual is fully developed and maintained for fixed assets and depreciation.
10. Preparation of the capital notes to the accounts, ensuring that any required workings and analyses are completed in line with the planned year end timetable and are of a standard sufficient for auditor review.
11. Assistance with the preparation of the capital workings required for the completion of the financial annual returns.

**General duties**

1. Day to day financial journals & adjustments for various areas within financial accounts as directed by the Financial Accountant.
2. To provide holiday cover to other team members as required.
3. Organisation and prioritisation of workload (especially in peak times) to ensure that strict month-end timetable deadlines are met.
4. Perseverance and the ability to pre-empt problems, gather information and see issues through to complete resolution with minimal supervision.
5. Performance of continuous improvement initiatives.
6. Review of processes and procedures and recommend improvements to same.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

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| **Person Specification**  |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

| **Attributes**  | **Essential** | **Desirable**  | **Means of Assessment**(i.e. application form, interview, test, presentation etc) |
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| Education & Qualifications (*technical, professional, academic qualifications and training required)*  | Higher EnglishHigher MathematicsHNC or HND in a relevant accounting related subject. | Relevant accounting degree or studying/willing to study towards a professional accounting qualification. | Certificates |
| Experience & Knowledge(*examples of specific experience and knowledge sought*)  | Must have experience of working in a busy finance office in a role involving account reconciliations.Must have experience of reconciling complex ledger accounts involving partial or incomplete information.Must **fully understand** basic accounting concepts (such as debits / credits) and be able to make accurate correcting entries to ledger accounts.Must have experience of working with a high volume computer based financial ledger especially processing journals.Must have experience of working to tight deadlines. | Experience of collecting and collating information from a wide range of individuals.Experience of APTOS (the University’s finance system)Experience of SITS (student registry system).Experience of report writing.Experience of unpicking and correcting problem ledger accounts (for example incorrect allocations or old balances).Experience of reconciling ‘feeder’ systems, that is computer systems that feed into the finance system. | Test / Interview |
| Competencies & Skills(*e.g. effective communication skills, initiative, flexibility, leadership etc*)  | Excellent telephone mannerInterpersonal skills – must be good with people and not shy of initiating discussions with members of staff in other departments.Must have excellent problem-solving skills with a proven track record of staying the course until the issue is fully resolved.Must be able to process data quickly and accurately under pressured timescales | Verbal communication skills with a wide range of individuals including senior staff. | Test / Interview |
| Other Attributes/Abilities  | Naturally inquisitive, self-motivated and excellent attention to detail.Very good Excel skillsMust have an understanding of the need for appropriate payment authorisation controls. |  | Test / Interview |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information**  |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx), however if you are unable to do this, please call +44 (0)1334 462571 for a paper application form.

For all applications, please quote ref: CG1145KC

The University of St Andrews is committed to promoting equality of opportunity for all, which is further demonstrated through its working on the Gender and Race Equality Charters and being awarded the [Athena SWAN award for women in science](http://www.st-andrews.ac.uk/hr/edi/sex_gender/athenaswansupport/institutional/), [HR Excellence in Research Award](http://www.st-andrews.ac.uk/staff/research/professionaldevelopment/hrexcellence/) and the [LGBT Charter](http://www.st-andrews.ac.uk/hr/edi/sexualorientation/charter/); <http://www.st-andrews.ac.uk/hr/edi/diversityawards/>

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Obligations as an Employee**  |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

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| **The University & Town**  |

Founded in the early 15th century, St Andrews is Scotland’s first university and the third oldest in the English speaking world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, the town of St Andrews was once the centre of the nation’s political and religious life.

Today it is known around the world as the ‘Home of Golf’ and a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than 30% of the local population.

The University of St Andrews is a diverse and international community of over 10,500, comprising students and staff of over 120 nationalities. It has 8,200 students, just over 6,600 of them undergraduates, and employs approximately 2,540 staff - made up of c. 1,190 in the academic job families and c 1,350 in the non-academic job families.

St Andrews has approximately 50,000 living graduates, among them former Scottish First Minister Alex Salmond and the novelist Fay Weldon. In the last 90 years, the University has conferred around 1000 honorary degrees; notable recipients include Benjamin Franklin, Rudyard Kipling, Alexander Fleming, Iris Murdoch, James Black, Elizabeth Blackadder, Tim Berners-Lee and Hillary Clinton.

The University is one of Europe’s most research intensive seats of learning. It is the top rated University in Scotland for teaching quality and student satisfaction and among the top rated in the UK for research. The 2008 Research Assessment Exercise judged 94% of the University’s research activity as internationally recognised with over 60% world leading or internationally excellent.

St Andrews is consistently held to be one of the United Kingdom’s top ten universities in university league tables compiled by The Times and The Sunday Times, The Guardian and The Complete University Guide. In the 2014/15 Times and Sunday Times Good University Guide, St Andrews is ranked 3rd in the UK, behind only Oxbridge. The same guide has named St Andrews its Scottish University of the Year in 2013 and 2014. The University has eight times been named the top multi-faculty university in the UK in the National Student Survey – a direct reflection of the quality of teaching, assessment and facilities. In international and world rankings St Andrews scores highly for teaching quality, research, international outlook and citations. In the 2014 Times Higher Education World Rankings St Andrews is 14th in the world for International Outlook, 33rd for research and teaching in Arts and Humanities and 81st for Citations. It is ranked 111th overall in the Times Higher Rankings and 88th in the QS University World Rankings.

Its international reputation for delivering high quality teaching and research and student satisfaction make it one of the most sought after destinations for prospective students from the UK, Europe and overseas. In 2012 the University received on average 12 applications per place. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

The University is closely integrated with the town. The Main Library, many academic Schools and Service Units are located centrally, while the growth in research-active sciences and medicine has been accommodated at the North Haugh on the western edge of St Andrews.

As the University enters its seventh century, it is pursuing a varied programme of capital investment, including the refurbishment of its Main Library and a major investment in its collections, the opening of a research library, the development of a major arts centre, the refurbishment of the Students’ Union, and the development of a wind-farm and green energy centre to offset energy costs.