

**Support and Professional Services**

**Finance**

**Faculty Accountant**

**ZZ601850**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range £48,327 - £55,998 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

 <http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

**JOB DESCRIPTION**

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| **Job Title:** | Faculty Accountant |
| **Grade:** | 9 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:****Location:** | Finance University House |
| **Position Reference No:** | ZZ601850 |
| **Cost Centre:** | 47800 |
| **Responsible to:** | Deputy Director of Finance |
| **Responsible for:** | n/a |
| **Effective date of job description:** | April 2017 |

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| **Purpose of Job:** |
| To assist in the provision of the management accounting function for the University. In particular to support regular management reporting and budget support for the Faculty of Humanities, including the financial review of externally funded projects. The post holder will also provide accounting support in relation to the University’s budgeting & forecasting software (Collaborative Planning). |

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| **Key Responsibilities:** |
| 1. Financial reporting and budget support for the Faculty of Humanities (annual expenditure circa £20m), including liaison with the Dean and relevant staff in the faculty office and attendance at Faculty Executive, Faculty Board and other Faculty Committees as required.
2. Financial support for new and ongoing externally funded activities, including major tenders within the Faculty & elsewhere within the University as required.
3. To provide financial reporting and budget support for one of the larger professional service departments.
4. To lead on the annual HE-BCI return to HEFCE; in collaboration with the Director of Research and Innovation Services.
5. Ongoing support for the University’s budgeting and forecasting software (Collaborative Planning).
6. Such other duties as may reasonably be requested by the Deputy Director of Finance and the Director of Finance.
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| **Working Relationships:** |
| Deputy Director of FinanceDirector of FinanceSenior management within Humanities, including the Dean and Faculty ManagerFaculty Finance Manager, HumanitiesDirector of Research & Innovation ServicesSystems AccountantAccountancy staff within FinanceHR Systems Officer |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Understanding of the financial management processes within a large complex organisation | E | AF,S |
|  | Proven experience of working as an accountant in a complex organisation | E | AF,S |
|  | Extensive experience of using computerised accounting systems | E | AF,S |
|  | Extensive experience of creating spreadsheets to meet the purpose of the task | E | AF,S |
|  | Experience of project budget setting and management  | D | AF,S |
|  | Experience of successfully working through change processes in a large organisation | E | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent IT skills including advanced spreadsheet | E | AF,S |
|  | Good reporting writing skills & ability to pitch a report to a particular audience | E |  |
|  | Able to develop and maintain effective communication links and working relationships with staff within the section, department and the university. | E | AF,S |
|  | Ability to prioritise and manage own time | E | AF,S |
|  | Ability to interrogate data and form the necessary questions to challenge the data | E | AF,S |
|  | Ability to interpret, analyse and present financial information with attention to detail and accuracy. | E | AF,S |
|  | Systematic approach to work | E | AF,S |
|  | Ability to advise senior members of staff on financial matters | E | AF,S |
|  | Excellent interpersonal skills | E | AF,S |
|  | Highly developed analytical and problem solving skills | E | AF,S |
|  | Decision making skills | E | AF,S |
|  | Presentation and presenting skills | E | AF,S |
| **3.**  | **Education &/or Training** |  |  |
|  | Qualifications at GCSE Level in English and Maths | E | AF,S |
|  | Qualifications at A Level or equivalent | E | AF,S |
|  | Holder of a CCAB recognised qualification (or at least passed finalist status) | E | AF,S |
| **4.** | **Other Requirements** |  |  |
|  | Ability to adapt to changing situations and cope with pressure | E | AF,S |
|  | Honesty, integrity and confidentiality | E | AF,S |
|  | Team Player | E | AF,S |
|  | Flexible and adaptable approach | E | AF,S |
|  | Enthusiastic | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork  |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 2. Manual Handling (of loads/people)  |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water  |  |
| 4. Genetically modified Organisms  |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA  |  | 17. Vibrating tools  |  |
| 6. Night Working(between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | x | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc)  |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation  | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc) x |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Liz Bartle |
| **Date** | 16th May 2017 |
| **Extension number** | 3304 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.