

**Support and Professional Services**

**Finance Department**

**Accounting Technician (Innovation)**

**ZZ003261**

**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 £29,301 - £32,958 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.

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**

1. **JOB DESCRIPTION**

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| **Job Title:** | Accounting Technician |
| **Grade:** | 6 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:**  **Location:** | Finance |
| **Position Reference No:** | ZZ003261 |
| **Cost Centre:** | 47800 |
| **Responsible to:** | Management Accountant |
| **Responsible for:** | n/a |
| **Effective date of job description:** | May 2017 |

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| **Purpose of Job:** |
| To provide financial administration support and advice to all externally funded programmes with a particular emphasis on ERDF and ESF funding streams. To assist with the design of projects to ensure that proposals are compliant with relevant sponsor funding guidelines. To design and implement appropriate financial systems and processes to ensure that externally funded programmes are appropriately managed.  To act as the lead finance officer on externally funded projects, compiling and submitting claims, collecting evidence as required for audit and preparing management accounts. |

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| **Key Responsibilities:** |
| **Pre-Award**   1. To provide advice and guidance on the eligibility of activities according to the guidelines for individual funding streams. 2. To provide costings and budgets for applications and proposals for external funding which may include, ERDF, ESF, Interreg and others 3. To provide advice on individual projects compliance with State Aid legislation 4. To assist with the design of programmes to ensure that the activities are eligible for funding and that appropriate systems and mechanisms are available for audit trail purposes.   **Post-Award**   1. To maintain records in accordance with funders requirements 2. To prepare claims and secure appropriate authorisation for submission in line with project requirements 3. Verification and validation of costs incurred by partners (where the University is the Lead Partner) 4. To administer claims from SMEs for grants/ innovation vouchers under ERDF funded projects 5. To monitor eligibility of expenditure and prepare management accounts for externally funded projects. 6. To be responsible for audit compliance on EU funded projects to include audit by the University’s external appointed auditors and the funder’s internal auditors. 7. To prepare for and participate in audits as necessary. 8. Attend project meetings as required 9. To give and to contribute in presentations to key members of staff on topics that include finances, terms and conditions and processes and procedures.   **General**   1. To respond to general queries from Finance, Research and Innovation Services and Faculty staff. 2. To undertake or assist with any other duties that may be reasonably expected. |

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| **Working Relationships:** |
| Management Accountant  Accountant, Innovation  Research Section, Finance Department  Deputy Director of Finance  Finance Department staff, e.g Income, Payments, Payroll, Purchasing  Academic Staff  Regional Development Officer  Senior Contracts Officer  HR  Research and Innovation Staff  Senior Finance Officers / Faculty Finance Managers  Faculty Research and Innovation Staff |

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 |
|  | Understanding the priorities of Higher Education | E | AF,S |
|  | Understanding the research and innovation agenda and environment | E | AF,S |
|  | Understanding of EC funding including terms and conditions and audit requirements | E | AF,S |
|  | Understanding of State Aid Guidance and its application in the Higher Education environment | D | AF,S |
|  | Proven experience of providing financial support to EU funded projects and programmes | E | AF,S |
|  | Proven experience of working as a finance officer or equivalent in a complex organisation | E | AF,S |
|  | Experience of using computerised accounting systems | E | AF,S |
|  | Experience of creating spreadsheets to meet the purpose of the task | E | AF,S |
|  | Experience of budget setting and management | E | AF,S |
|  | Experience of the audit process of EU funded programmes | E | AF,S |
|  | Experience of successfully managing change | D | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent IT skills including advanced spreadsheet and database skills | E | AF,S |
|  | 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 |
|  | Ability to devise procedures and guidelines for others | 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 |
|  | Monitoring management accounts | E | AF,S |
|  | Presentation and communication skills | E | AF,S |
|  | Able to represent the university at external events | D | AF,S |
|  | Supervisory skills | D | AF,S |
| **3.** | **Education &/or Training** |  |  |
|  | Qualifications at GCSE Level in English and Maths | E | AF,S |
|  | Qualifications at A Level or equivalent | D | AF,S |
|  | Studying for or holding a CCAB recognised qualification | D | 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 |

**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,164407,en.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) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | x | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 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)** | MARK CARTER |
| **Date** | 01.5.17 |
| **Extension number** | 3484 |

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.