

Job Description and Person Specification

Job Title	Assistant Accountant
Salary	£30,000
Responsible to	Head of Finance
Key Contacts and Relationships	Leadership team, Finance team members, employees and students, external companies e.g. suppliers, auditors, pension providers, etc.

Vision, Mission and Vales

All employees are expected to acknowledge, support, commit to and comply with the UWC Vision, Mission and Values as declared on our [website](#)

Job Purpose

- To provide support to the Head of Finance, working alongside the Management Accountant and in particular supporting the development of new processes and procedures and also improving system capabilities
- To support the Management Accountant in overseeing the work of the Finance Team to ensure efficient operation of accounts and payroll for the College and its trading subsidiary

Key Accountabilities

Provides support and guidance to the Finance team, ensuring the department is providing excellent service to the College.

- Team meetings are held on a regular basis
- Team members understand their roles and are able to carry out tasks in an efficient and effective manner
- Financial tasks are delegated appropriately across team members and deadlines are achieved
- Department is seen as point of contact for information and advice

Supervision of all purchase and sales ledger activities, including credit management, functions in order to ensure compliance with agreed financial processes
<ul style="list-style-type: none"> • Suppliers are paid in a timely manner • Outstanding sales ledger balances are actively managed in accordance with agreed policy and procedure • Team members have a full understanding of the various areas of activity. • Reports are produced as required • All tasks are undertaken in line with the College's financial procedures
Supervision of all payroll processes including pension requirements in order to ensure compliance with agreed financial processes
<ul style="list-style-type: none"> • Employees and government agencies, etc. are paid correctly and on time • Reports are produced as required • All payroll activities are undertaken in line with internal and external policy and procedure
Responsible for ensuring that the ledgers and bank accounts are reconciled at the month end to ensure adequate internal financial control
<ul style="list-style-type: none"> • Reports are provided as required. • Month end reconciliations are carried out in a timely manner. • Anomalies are reported to the Head of Finance promptly. • VAT returns • Other statutory returns
Responsible for preparing income and expenditure reports for budget holders and senior leadership team to facilitate appropriate management of the college funds as required
<ul style="list-style-type: none"> • Reports are prepared in accordance with agreed timescales • Budget holders are supported with additional information, advice and analysis as appropriate
Assisting Head of Finance with year-end processes including statutory accounts and charity commission annual returns
<ul style="list-style-type: none"> • Accounts are prepared to trial balance stage in accordance with internal timescales • Annual returns are prepared and submitted in accordance with external timescales
Liaising with external auditors and facilitating other statutory inspections as necessary in order to help ensure compliance with external regulations
<ul style="list-style-type: none"> • Logistical arrangements are made for visits e.g. meeting rooms, etc • Documentation and explanations are provided to third parties as and when required

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| <ul style="list-style-type: none">• Subsequent action points and recommendations arising from these audits/inspections are dealt with |
| Responsible for undertaking special tasks or project work as delegated by the Head of Finance to support and develop the work of the department |
| <ul style="list-style-type: none">• Work is carried out to agreed timescales with a good degree of accuracy and completeness• Represents the College at events as appropriate• Represents the Department at internal and external networks and events as required• Positively contributes to College and team discussions about future improvements, changes and alternative ways of working• Any other duties as required |

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- Any other duties as required

Person Specification Assistant Accountant								
	Essential	How Assessed			Desirable	How Assessed		
		Application Form	Interview	Assessment Centre		Application Form	Interview	Assessment Centre
Qualifications	1. Recognised CCAB Accounting Qualification	X	X		1. Part or newly qualified (ACCA, CIMA or other recognised Accounting body)	X		
Experience	2. Experience of supporting the preparation of Statutory Financial Statements	X	X		2. Payroll experience in a working environment	X		
	3. Working knowledge of accounting systems	X	X		3. Experience of using Sage Accounts and Sage Payroll	X		
	4. Proficient in Microsoft Excel and Word	X	X		4. Supervisory experience	X	X	
	5. Experience of working with confidential data and the associated requirements e.g. data protection	X	X		.			
Skills and Knowledge	6. Highly methodical, organised and focused approach and ability to work to tight deadlines	X	X		5. A knowledge of Charity accounting requirements	X		
	7. Ability to generate financial statements and management reports and communicate the content to non-financial specialists	X	X					
	8. Excellent written and spoken English, applied with a high level of accuracy		X					
	9. Due regard for confidentiality		X					

Personal attributes	10. The ability and willingness to learn new technical skills	X	X					
	11. A proactive and adaptable approach with a 'can do' attitude		X					
	12. A self-starter with a determination to succeed	X	X					
	13. Able to successfully work independently, under own initiative and as part of a team	X	X					
	14. A professional approach to work with an ability to build strong rapport with a broad spectrum of people		X					
	15. Open minded, self-evaluative and adaptable to change	X	X					
	16. Commitment to equal opportunities	X	X					
	17. Commitment to the personal welfare and safeguarding of children		X					