Job Description - Assistant Accountant

About the Role
The main purpose of this role is to manage the University cash and key income payment methods. To ensure that all student income is accounted for correctly. The OU has £370 million of short-term and long-term investments.

Key Responsibilities
1. Responsible for daily operational cash flow and variance management.
2. Supervise and develop part of the University Income Team.
3. Manage key student payment methods and day-to-day financial accounting.
4. Supervise the day-to-day processing of invoicing for student fee income.
5. Support credit management and collection of debt.
6. Assist with long-term cash flow and investment strategy and reporting, including fund manager performance.
8. Build networks and working relationships with all categories of staff and external contacts, using formal and informal decision-making structures to get things done.
9. Assist in delivery of numerous projects and core developments to tight deadlines and regulatory requirements, including User Acceptance Testing.
10. Work with Units and Project Teams to develop an understanding of their needs to anticipate need, develop and deliver service.
11. Actively make informed and assertive suggestions for change and improvement, cognisant of costs and benefits.

Skills and Experience

Education, qualifications & training

Essential

- AAT qualified or CCAB student member

Desirable

- Passed some CCAB papers
- A Level in science subjects
- Line management experience

Knowledge, work and other relevant experience

Essential

- Recent demonstrable experience of working in a hands-on operational accounting role particularly Account Receivable and Cash Management
- Excellent written and oral communication skills
- Sound understanding of and commitment to equality and diversity
- Ability to problem solve and a flexible approach
- Ability to take personal responsibility for getting things done by prioritising and managing own varied workload and that of others
• Ability to analyse information, including information derived from internal and external systems and sources, and identify and communicate the key strategic and operational issues
• Commercial experience
• Systems testing and implementation experience
• Possess excellent book-keeping skills and accounting knowledge
• Strong Excel skills and very proficient with finance software packages
• Ability to work under pressure and to tight deadlines, including prioritisation of tasks across many sections, whilst learning new tasks quickly and effectively
• Ability to comprehend new legislation and regulations and the impact on Treasury Services teams

Desirable
• Recent SAP S/4 Hana Accounting user experience demonstrating good knowledge of sales & distribution, FICA, Management Information and core GL modules
• Experience of writing User Acceptance Testing scripts
• Experience of integrating sub-ledgers into GL
• Excellent Excel skills including writing applications in VBA, and basic SQL etc. experience
• Experience of Higher Education funding methods, e.g. SLC, Apprenticeships and SAAS
• Experience of treasury management and cash flow modelling
• Understanding of all relevant legislations and both external and internal regulations, including Consumer Credit Act, FCA, GDPR, PCIDSS and fraud prevention controls across the university