About the role
The main purpose of the job is to provide accounting support to the University and a number of its University’s associated entities, to plan and manage the University’s external audit and to support the production of the University’s consolidated financial statements.

Key responsibilities
- To coordinate the Group’s interim audit and year-end processes, liaising with external auditors, budget holders and other Finance and Business Services staff to ensure effective audits are carried out
- To oversee the provision of a financial accounting service to the University’s subsidiary companies
- To oversee the preparation of financial statements for the University’s subsidiary companies
- To oversee the provision of financial and management accounting services to other linked University companies
- To support the Senior Financial Accountant to prepare accurate and timely financial statements for the University and the consolidated accounts for the group
- To contribute to the maintenance of the general ledger system
- To liaise with the external auditors on a wide range of audit matters
- Supporting projects as appropriate
- Provision and review of data and information required for statutory and regulatory reporting
- To provide cover for team members to ensure service levels can be maintained

Skills and experience
- Extensive accounting experience and qualified CCAB/CIMA Accountant
- Track record of financial administration and experience of a similar role in a complex organisation
- Excellent understanding with accounting IT packages and systems
- Experience of managing staff
- Intermediate to advanced level Excel experience
- Excellent communication and analytical skills
- Experience of systems development
- Excellent negotiation, facilitation and conflict resolution skills
- Excellent knowledge and understanding financial accountancy processes