Job Related Information

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14584</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Accounts Assistant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Income Supervisor</td>
</tr>
<tr>
<td>Salary:</td>
<td>£22,214 - £24,983 per annum</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Secretarial &amp; Clerical</td>
</tr>
<tr>
<td>Grade</td>
<td>5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary contract to 31 Dec 2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12 Noon Thursday 26 April 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Full application form and a covering letter setting out how you meet the person specification. Please note CVs will not be accepted in isolation.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two – including most recent employer</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Charlotte Boughton</td>
</tr>
</tbody>
</table>
2. Summary of duties

Main Purpose of the Post

- Reporting to the Income Supervisor.
- Control and reconciliation of the Donations bank a/c
- Responsible for the control and reconciliation of the Expendable Endowments
- Responsible for the twice monthly Bacs and AUDDIS runs for the collection of all donations by Direct Debit.
- Development, implementation and improvement of systems.

Responsibility for Management of Financial Resources and/or Assets

- Responsible for ensuring that all donation/Legacy income received is recorded, accounted for and reconciled promptly.
- Responsible for the preparation and reconciliation of the University’s monthly gift aid return, preparing the monthly Inland Revenue Tax reclaim and sending via the Government Gateway.
- Responsibility for logging reconciliation and reporting of OUDO philanthropic income to be used for KPI reporting to VCE, VC, University Dashboard and external For Case Hera.

Description of Duties

Regular Duties

- Day to day operations, maintaining the Donations cash book, updating ledgers, account reconciliations (both for general ledger and bank), and ensuring adequate internal controls are maintained.
- Control and Reconciliation of Irish Life bank a/c
- Attend monthly meetings with the Development office regarding campaigns and any related matters

In carrying out these duties the post-holder will liaise with staff within the Finance division and other University departments especially staff from OU Development Office (OUDO), IT, auditors, HMRC inspectors, other finance staff and staff at all levels within the University.

Financial Accounting and Control

- Provision of month end and year end information for the University’s financial accounts.
- Control and Reconciliation of the Donations bank a/c
- Responsible for the recording and processing of all donations/Legacies received, recording and updating financial ledgers
- Responsible for the control and reconciling of the Expendable Endowments, making all payments including grant expenditure, prizes and bursary awards from the Funds held in the Expendable Endowments
- Responsible for the twice monthly Bacs run for the collection of all donations via Direct Debit ensuring procedures relating to rejects are adhered to
- Responsible for the twice monthly AUDDIS run
- Responsible for running the monthly tax reports for one off and regular gifts
- Responsible for the preparation and reconciliation of the University’s monthly gift aid return, preparing Inland Revenue Tax reclaim and sending via the Government Gateway
- Responsible for accessing the CAF website and download of reports to process and upload onto the Stratum database and update the general ledger
• Responsible for accessing the Bacs website for all advices for unpaid cheques, amendments and cancellations and processing the entries onto the database then journaling and reconciling to the general ledger
• Exporting standing orders from bank statements and Employee GAYE standing orders from staff payments spreadsheet, upload onto Stratum and journal and reconcile accordingly
• Keeping the Legacy officer informed with regards to Legacy monies received
• Responsible for the monthly reconciliation of various Income and Expenditure and Balance sheet accounts to supporting schedules and assist with annual accounts and liaise with auditors
• Responsible for ensuring all deadlines are met
• Control and Reconciliation of Irish Life bank a/c
• Ensure all duties are carried out efficiently, responsibly and accurately to very strict deadlines required by Finance, OUDO and other related areas within the OU
• Provide job related advice to other members of staff within Finance.

Statutory Compliance

• Monitoring HMRC gift aid guidelines to ensure we are compliant and ensuring relevant changes to systems and processes are carried out in order to remain compliant.

Systems Control and Monitoring

• Prepare written procedures for systems under post-holder’s control, carry out ad hoc investigations as required from time to time.
• Advise and assist in enhancements and development work relating to OUDO stratum database.
• Management of routine operations and the resolution of unusual problems within the area of responsibility.
• Carrying out payee audit report monitoring control checks.
• Important control check in the production of accounts payable computer cheques
• Provide cover as and when in preparing the accounts payable Bacs and cheque run for the accounts payable supervisor
• Responsible for reconciliation of a number of general ledger control accounts

Other

Cover taking credit card payments for the income department and various faculties within the university, working in accordance with PCIDSS policy.

Any such other duties which might provide assistance to the Income Supervisor as necessary or for the Assistant Financial Services Accountant as required.

Any other duties appropriate to the grade and as required by the management team.
## 3. Person specification

### Requirements  (E = Essential/ D = Desirable)

#### Education, qualifications and training

**Essential**
- Educated to GCSE level or equivalent (including Maths & English)
- AAT Intermediate or Equivalent, with evidence of exam success

**Desirable**
- Qualified AAT or equivalent

#### Knowledge, work and other relevant experience

**Essential:**
- Strong book-keeping knowledge
- Good attention to detail, accuracy and timeliness.
- Ability to work under pressure and to tight deadlines.
- Ability to cope with and prioritise a variety of tasks, across many sections.
- Good organisational skills.
- Good interpersonal skills and telephone manner.
- Knowledge and application of IT skills, including use of email, word processing, databases and spreadsheets.
- Particularly competent use of spreadsheets.
- Good oral/written communication skills
- Appreciation of the need for strict confidentiality and maintaining high standards of security.

**Desirable:**
- Experience of working in a financial environment.
- Work experience that involves the maintaining of accurate records, preferably in a large organisation.
- Experience of accounting for VAT and VAT Returns.
- Experience of communicating with a wide range of people.
- Experience of working in a busy organisation where crucial deadlines need to be met.
- Experience of working in an environment where confidentiality and security are paramount.

#### Personal abilities and qualities

**Essential:**
- Ability to cope with job rotation.
- Aptitude for problem solving.
- Aptitude for figures.
- Ability to work independently and as part of a team.
- Driven to succeed.
- Pro-active attitude.
- Very keen to learn.
- Keen to participate in system testing and documentation.
Taking personal responsibility

- planning, prioritising and managing own workloads
- meeting critical deadlines and working under pressure
- adhering to accounting conventions, financial regulations and procedures

Working together collaboratively

- Building networks and working relationships with all categories of staff inside and outside the office by:
  - actively sharing knowledge
  - assisting others under pressure
  - taking responsibility for the collective outcomes.

Delivering excellent service

- Ability to take ownership of a problem and resolve it, having taken full account of the facts

4. Role specific requirements e.g. Shift working

N/A

5. About the unit/department

The Finance Division provides accounting, procurement and commercial legal services to the University, helping to make best use of resources and fulfilling statutory responsibilities.

The Division has an open and supportive ethos.

The Finance Division is responsible for the overall running of the finances of The Open University under policies approved by Council on the recommendation of the University’s Finance Committee. It operates under the Financial Regulations with which all units, staff and subsidiaries must comply.

The Division is headed up by the Group Finance Director, and organised into three sections:

- Directorate
- Accounting Services
- Treasury Services

The Open University has a global budget of £420m.

ABOUT THE ACCOUNTING SERVICES TEAM

The section is responsible for providing accounting information and support to the University and its budget holders, for preparing the annual financial statements and for providing commercial legal services.

- Accountants and lawyers support a highly devolved budget holder structure
- Accountants have high profile contact outside the Division
- Accountants are involved in internal meetings of the units they support
- Accountants support institutional financial modelling, unit financial planning, budget setting, monitoring and reporting
- Accountants provide advice on VAT and other taxation matters in conjunction with the Taxation Manager
- Accountants manage the financial relationships with subsidiary companies
- Accountants and lawyers draft, review and negotiate contracts for services provided by the University
The Accounting Services Team is a dynamic, well-motivated group who operate in a team-working environment combining professionalism with informality. Individual accountants enjoy considerable autonomy in doing their jobs, with significant personal responsibility and authority.

ABOUT THE TREASURY SERVICES TEAM

The University processes a large volume of financial transactions and the Treasury team seeks to achieve this accurately in a timely and cost-efficient manner. The team seeks to maximise working capital and invest available financial resources with financial institutions in a way that protects capital and generates a reasonable return. The Procurement Department procures goods and services in the most cost effective manner and where necessary in accordance with current EU Procurement Directives. The payroll department processes the University’s payroll for all full time staff, Associate Lecturers, most worldwide staff and subsidiary company staff. This department also administers travel and subsistence claims. The pensions team sit alongside the payroll team. Treasury Services also ensures compliance with VAT regulation and completes and submits VAT returns, and manages the University insurance.

The section also incorporates the OUSBA team who have direct contact with our Students relating to their loan arrangements.

The team comprises a range of committed staff providing an invaluable service to other staff and Units within the University and we take pride in providing a high quality service.

As an employer, the University offers a wide range of sporting and cultural facilities and activities, and both the University and the Division have active social programmes. The University also offers its employees the opportunity to study its courses free of charge (subject to certain conditions).

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Paul Green, Head of Income and Cash Management (p.j.green@open.ac.uk)

If you have any questions regarding the application process please contact Charlotte Boughton on +44(0)1908 653853 or email: Finance-Recruitment@open.ac.uk

7. The application process and where to send completed applications

Please ensure that your application reaches the University by: 12 Noon Thursday 26 April 2018

Post it to: Finance Division

Name/Job title: Charlotte Boughton

Department/Unit: Finance Division

Address: PO Box 77, Walton Hall, Milton Keynes

Post Code: MK7 6BT

Or e-mail your application to: Finance-Recruitment@open.ac.uk
## 8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Paul Green, Head of Income and Cash Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>To be advised</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>Week commencing 7th May 2018</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>To be advised</td>
</tr>
</tbody>
</table>

![Important Note]

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.