Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14348</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Assistant Accountant</td>
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<tr>
<td>Reports to:</td>
<td>Financial Accountant</td>
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<tr>
<td>Salary:</td>
<td>£32,548 - £38,833 per annum</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
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<tr>
<td>Grade</td>
<td>7</td>
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<tr>
<td>Duration of post:</td>
<td>2 Year Fixed Term Contract</td>
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<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
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<tr>
<td>Location:</td>
<td>Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>12 Noon Thursday 25 January 2018</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Full application form and a covering letter setting out how you meet the person specification.</td>
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<tr>
<td>Number of referees required:</td>
<td>Two – including most recent employer</td>
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<tr>
<td>Unit recruitment contact:</td>
<td>Charlotte Boughton</td>
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</tbody>
</table>
2. Summary of duties

Main Purpose of the Post
The post holder is responsible for providing financial and management accounting support for the University and its related organisations.

Description of Duties of the Post

- Working with budget holders of University-related organisations in the budget setting and planning process, helping prepare and interpret financial and related data and advising on decision outcomes.
- Assisting with the financial year-end processes for the University and related organisations, including liaison with external auditors, preparation of client assistance schedules and other analyses.
- Providing support to the Financial Accountant in administering the central finance system.
- Producing and submitting institutional financial returns.
- Providing advice and training to staff on the use of the General Ledger.
- Providing management accounting support across the Institutional Support Group.
- Maintaining the information held on various systems including the General Ledger.
- Deputising for the Financial Accountant as necessary.
- Assisting in the preparation of financial statements and tax computations for the University and related organisations.
- Participating in multi-disciplinary project teams to develop systems or plan and implement other changes.
- Working closely with staff in Finance and the University to ensure year end timetables are met and appropriate financial advice is given.
- Such other duties as may be allocated from time to time including providing cover in other areas within the Division if required.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

Essential
- Actively studying for a CCAB qualification.
- Evidence of professional updating (CPD)

Desirable
- Passed intermediate level of CCAB qualification
- Graduate

Knowledge, work and other relevant experience

Essential:
- Competent Excel user
- Excellent written and oral communication skills
- Accountancy experience obtained in either the private or public sector
<table>
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<tr>
<th>Desirable:</th>
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<tr>
<td>- Experience of working with an accounting package.</td>
<td>- Financial accounting experience</td>
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<tr>
<td>- Financial accounting experience</td>
<td>- Experience of working in a large complex organisation</td>
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<tr>
<td>- Experience of working in a large complex organisation</td>
<td>- Proficient Excel user</td>
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<tr>
<td>- Proficient Excel user</td>
<td>- Experience of systems development and implementation</td>
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</table>

**Personal abilities and qualities**

**Essential:**

**DELIVERING RESULTS**
- Ability to take personal responsibility for tasks by prioritising and managing own varied workload and that of others
- Gathering and analysing information from a wide range of sources to produce reports according to strict deadlines
- Using formal and informal decision making structures appropriately to get things done

**THINKING HOLISTICALLY**
- Take an active interest in what is happening in the University, the Higher Education sector and the wider environment
- Ability to work with varied stakeholders, to take into account impact on the University from a business perspective and to take into account OU Values and objectives

**STRATEGIC AND ANALYTICAL THINKING**
- Ability to exercise judgement in line with understanding of OU strategy
- Ability to analyse information, including information derived from internal and external systems and sources, and identify and communicate the key issues
- Ability to help deliver strategy through financial input and identifying longer term implications and consequences

**WORKING TOGETHER COLLABORATIVELY**
- Building working relationships with all categories of staff and external contacts
- Proposing and negotiating ways to ensure that financial policies and procedures are followed and any proposals have been fully thought through in terms of their impact on the OU
- Working with line manager and other Accountants to resolve issues of mutual interest

**DRIVING AND EMBRACING CHANGE**
- Display a willingness to do things differently and take advantage of change to make improvements
- Ability to evaluate the costs and potential benefits of change
- Make suggestions for improvement, as appropriate

**DELIVERING CUSTOMER SATISFACTION**
- Working with various stakeholders to develop an understanding of their needs in order to anticipate need and deliver service
- Interpreting rules and regulations flexibly to manage various stakeholder needs

**PROMOTING LEARNING AND DEVELOPMENT**
- Making time to think about the development of yourself
- Delegating to support staff where possible and encouraging people to review and learn from mistakes

**LEADING OTHERS**
- Ability to provide financial leadership and exercise personal authority as it relates to the role
- Being available and approachable to staff all levels with varied financial knowledge

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 by the Finance Director, and organised into three sections:-

- Directorate
- Accounting Services
- Treasury Services

The Open University has a global budget of £400m.

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 Cristina Sabucido (c.sabucido@open.ac.uk)

If you have any questions regarding the application process please contact Charlotte Boughton on 01908 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 on Thursday 25 January 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

| The interview panel will be chaired by: | Cristina Sabucido, Financial Accountant |
| The other members of the interview panel will be: | Andrew Bolton, Senior Financial Accountant |
| The interviews will take place on: | To be advised |
| The selection process for this post will include | An excel based test. |

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.