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>14607</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Accounting Assistant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Financial Accountant</td>
</tr>
<tr>
<td>Salary:</td>
<td>£22,214 - £24,983 pro-rata per annum</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Secretarial and Clerical</td>
</tr>
<tr>
<td>Grade</td>
<td>5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Fixed Term – to 31 Dec 2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>20 to 25 Hours Per Week</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>A full application form and a covering letter setting out how you meet the person specification.</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

To provide support to the Institutional Support Group - Financial Accounting Team in accounting for the University's subsidiary companies, including processing journal transfers, reconciling intercompany accounts, intercompany invoicing and providing support for general system administration.

Description of the Main Duties of the Post

- Providing support in accounting for the University's subsidiary companies in a timely and accurate manner including processing intercompany recharges and journals both manually and by automatic interface.
- Assist with bookkeeping requirements for Associated Entities and provide management accounting support if required.
- Checking and processing journals for the Institutional Support Group both manually and by automatic interface.
- Providing support to projects undertaken by the Institutional Support Group.
- Providing support in the administration of the main finance system and other team activities.

For more information about The Open University visit our website at [www.open.ac.uk](http://www.open.ac.uk)

3. Person specification

Requirements (E = Essential/ D = Desirable)

Education, qualifications and training

Essential

- AAT Intermediate or equivalent, with evidence of exam success

Desirable

- Qualified AAT

Knowledge, work and other relevant experience

Essential:

- Recent, relevant experience of working in a financial/accounting environment
- Excellent communication/interpersonal skills
- Knowledge and application of IT skills – specifically competent Excel user, Word, Outlook and the internet
Desirable:  
- Experience of supporting non-finance staff

**Personal abilities and qualities**

**Essential:**

**TAKING PERSONAL RESPONSIBILITY**
Taking personal responsibility for getting things done by:
- planning, prioritising and managing own workloads
- meeting critical deadlines and working under pressure without impairing accuracy
- maintaining high attention to detail at all times
- adhering to accounting conventions, financial regulations and procedures

**WORKING TOGETHER COLLABORATIVELY**
Building networks and working relationships with 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
- Ability to provide both written and verbal advice in a clear manner to suit the situation and customer

Desirable:  n/a

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 £450m.

**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 Tel 01908 653910 Email C.Sabucido@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

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>12 Noon Thursday 26 April 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Charlotte Boughton</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Address:</td>
<td>PO Box 77, Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6BT</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:Finance-Recruitment@open.ac.uk">Finance-Recruitment@open.ac.uk</a></td>
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</table>

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Victoria Hargreaves, Management Accountant</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Cristina Sabucido, Acting Senior Financial Accountant</td>
</tr>
<tr>
<td></td>
<td>Neil Fleming, Acting Financial Accountant</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>Week commencing 7 May 2018</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>An excel spreadsheet test.</td>
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</tbody>
</table>

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.