



## 1 Advertisement

**Post Title: Finance Assistant**

**School/department:** Finance

**Hours:** Full time considered up to a maximum of 36.5 hours

Requests for flexible working options will be considered (subject to business need).

**Contract:** permanent

**Reference:** 20206

**Salary:** starting at £ 24,144 to £ 27,396 per annum, pro rata if part time

**Placed on:** 14 March 2023

**Closing date:** 29 March 2023. Applications must be received by midnight of this date.

**Expected interview date:** To be confirmed

**Expected start date:** As soon as possible

The University of Sussex is a dynamic, innovative, top 50 university. With a campus based in the South Downs National Park but just a few minutes from the city of Brighton and Hove, it provides an excellent working environment in a remarkable setting, combined with all that the city has to offer.

Creative thinking, intellectual challenge and collaborative working are fundamental to a Sussex education and that is reflected in our workplace too. This is an exciting chance to join a team working at the center of the University.

Within the University's Finance department, the Corporate Reporting Team is responsible for statutory and regulatory financial returns, budgeting and forecasting for the University Group, income and cost allocations, treasury, and tax.

We have a vacancy for a Finance Assistant who will play a key role in the team, supporting our Corporate Accounting Services function. Key responsibilities are:

- Responsibility for a range of financial accounting activities including the monthly reconciliation of key control accounts and investigation of significant monthly variances on balance sheet accounts
- Supporting the team's treasury management work
- Review & analyse designated areas of the Central University Budgets.
- Provide support to the Income team
- Ensuring the financial integrity of donation and endowment balances

Please contact Peter Chapman ([peter.chapman@sussex.ac.uk](mailto:peter.chapman@sussex.ac.uk) or 01273 877520) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The Finance Division

The Finance Division is led by the Director of Finance and comprises some 80 staff who provide high quality finance and procurement functions co-located with other professional services and senior management at Sussex House on the University campus at Falmer. The division provides advice and information on all financial matters to all schools and professional services at the University of Sussex.

The University's annual budget is c£320m and the division plays a key role in managing budgets, forecasting and reporting as well as supporting the development of the University's existing capital and service portfolio. These portfolios include a complex and challenging range of strategically and financially significant projects to support the delivery of the University's ambitious strategy to 2025 and beyond. This includes state of the art facilities for teaching and research, investment in IT systems to ensure delivery of a world class customer experience for our students and other innovative and sector leading projects.

The division is continually renewing itself and its ambitions to provide consistently high quality services to the University, equipping staff across the University with excellent financial literacy, capability, competence and confidence and supporting the achievement of value for money through improved processes and support, better access to suitable suppliers and improved commercial terms.

The Division has a strong commitment towards staff training and development including where appropriate professional qualification study enabling staff to fulfil their potential. Please find further information regarding the division at [Finance Division : University of Sussex](#)

## 3. Job Description

Job Description for the post of: Finance Assistant

<b>Department:</b>	<b>Finance</b>
<b>Section/Unit/School:</b>	<b>Corporate Accounting</b>
<b>Location:</b>	<b>Sussex House</b>
<b>Grade:</b>	<b>4</b>
<b>Responsible to:</b>	<b>Corporate Accounting Services Supervisor</b>
<b>Responsible for:</b>	<b>N/A</b>

### **Key Responsibilities:**

- Responsibility for a range of financial accounting activities including the monthly reconciliation of key control accounts and investigation of significant monthly variances on balance sheet accounts
- Supporting the team's treasury management work
- Review & analyse designated areas of the Central University Budgets (CUB).
- Provide support to the Income team
- Ensuring the financial integrity of donation and endowment balances

### **Key Responsibilities:**

#### **Financial Accounting**

1. Prepare monthly reconciliations of investments, loans and investment income, ensuring all discrepancies are investigated and resolved
2. Prepare reconciliations for key control accounts ensuring all discrepancies are investigated and resolved
3. Provide support in the preparation of the University's annual financial statements, including the preparation of schedules to support balance sheet and income and expenditure figures

#### **Treasury Management**

4. Prepare the daily cash position for treasury decision making, place approved deals and process bank payments
5. Maintain mandates with all treasury counterparties and process applications to open accounts with new counterparties

#### **VAT**

6. Provide cover in the preparation of the University Quarterly VAT return for review by the Tax Manager.
7. Review overseas invoices for reverse VAT charges

#### **Donations/Endowments**

8. Maintain the ledger balances in respect of donations, endowments and associated gift aid claims, reconciling to supporting schedules and other systems.
9. Provide support to the Development Office in analysing donation receipts
10. Respond to donation and endowment queries from the Schools and the Development Office
11. Load budgets relating to donations and endowments into the Finance System and liaise with budget holders as necessary

#### **Reporting**

12. Review designated CUB projects as part of the month end process ensuring all discrepancies are investigated and resolved

13. Provide commentary on any variances to budget/forecast digging into the detail to identify what makes up the high level numbers that are included in the monthly CUB reporting pack.

**Other**

14. Contribute to the continued improvement of finance business processes
15. Provide support to the Income Team
16. Other duties as requested by the Corporate Accounting Services Supervisor

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Person Specification**

UNIVERSITY OF SUSSEX

Person Specification for the post of: Finance Assistant

**SKILLS / ABILITIES**

	Essential	Desirable
Self motivated with high service standards	X	
A good communicator, orally and in writing	X	
Analytical skills	X	
Open to learning and self development	X	
Able to work under pressure with accuracy and speed	X	
Strong interpersonal and team working skills	X	
Confident Excel user	X	
AAT qualified or working towards a CCAB accountancy qualification		X

**KNOWLEDGE**

	Essential	Desirable
Knowledge of Higher Education, its context and funding arrangements		X

**EXPERIENCE**

	Essential	Desirable
Experience of reconciling a variety of control accounts	X	
Experience of budget setting and monitoring		X
Large multi-user accounting system experience		X
HE experience		X
Experience of accounting for endowments and donations		X