



Advertisement

Post Title: Corporate Accounting Business Partner

School/department: Finance

Hours: Part-time hours of 22 ½ hours per week or 0.6 FTE

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

Location: Hybrid: 1 day in Brighton, United Kingdom, with 2 days home based

Contract: Permanent

Reference: 21015

Salary: starting at £37,099 to £44,263 per annum (pro-rata)

Placed on: 14 August 2023.

Closing date: 4 September 2023. Applications must be received by midnight of the closing date.

Expected interview date: w/k 11 September

Expected start date: 01 November 2023

The University of Sussex is a dynamic, innovative 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 centre of the University.

Within the University's Finance department, the Corporate Accounting team is responsible for the provision of technical accounting, treasury, income accounting, financial reporting, financial compliance, and regulatory reporting. It further has responsibility for the professional support of the University Corporate budgeting, forecasting and financial monitoring process. We operate a hybrid working model with team members expected to be on site (on average) 2 days a week (or a minimum 40% of their agreed contractual hours) to ensure we provide the best possible support to our stakeholders.

We have a vacancy for a Corporate Accounting Business Partner, a role supporting the Lead Financial Accountant with the focus on the preparation of the Group financial statements and subsidiary companies, supporting the associated tasks necessary for audit clearance. This will be a varied role in a dynamic team that will have exposure to the areas described below.

This is an exciting time for the sector and this role will be supporting the reporting of the financial performance of the University and its subsidiary companies to key internal and external stakeholders including regulatory bodies such as the Office for Students.

Key responsibilities are:

- Effective financial reporting of subsidiary group companies, preparation of financial statements and supporting the Lead Financial Accountant in the preparation of annual financial returns.

- Support the Lead Financial Accountant with the successful delivery and completion of the annual external audit.
- Support the Corporate Accounting team in the development of policies, procedures, financial technical updates, regulatory returns, and other project work as required.

Line managed by an experienced Big Four qualified Chartered Accountant, this would be an ideal opportunity for someone with a background in Practice or with exposure to a strong Financial Accounting group environment, who is comfortable preparing subsidiary accounts, and liaising with subsidiary stakeholders and external auditors. The part-time hours reflect the expected working pattern required of the role.

You will have sound financial reporting technical knowledge and experience of working in an audit environment, with understanding of governance and compliance issues, and the ability to develop processes across multiple stakeholders.

Please contact Grace Bell, G.A.Bell@sussex.ac.uk, 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

[Finance Division : University of Sussex](#)

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 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.

3. Job Description

Job Description for the post of: **Corporate Accounting Business Partner**

Department: Finance

Section/Unit/School: Corporate Accounting

Location: Sussex House

Grade: 7

Responsible to: Lead Finance Accountant

Responsible for: N/A

Principal Accountabilities

1. Providing professional financial accounting support to the Corporate Accounting Team and the Finance Executive to meet the university's external reporting requirements in case of annual financial reporting, audit completion, and regulatory reporting to the Office for Students.
2. To develop and maintain the policies and processes to support the preparation of complete and accurate group and subsidiary financial statements which are free from errors and meet financial reporting best practice.
3. Building and improving excellent management literacy and practice across the University in area of expertise.
4. Diagnosing issues and scoping requirements through analysis and effective listening and questioning and assisting senior managers in developing substantive plans, to address issues and provide oversight of delivery.

Key Responsibilities

1. Group Financial Reporting

- Establish effective and productive working relationships with subsidiary group staff and corporate accounting colleagues to optimise the contribution of Financial Accounting role to the University. Work in close partnership with group accountants and as part of the client group finance executive team to understand their current and future financial accounting, reporting and audit challenges, objectives, and associated requirements, influencing them to face up to and address difficult and sensitive issues, and support them in making difficult decisions.
- Ensure the effective flow of management information to and from key stakeholders, to include analysis and evaluation of such information.
- Prepare subsidiary companies' financial statements from trial balance with support of the subsidiaries' finance managers, and ensure they meet quality standards and deadlines.
- Support the Lead Financial Accountant with preparing the Group Financial Statements, including primary statements, notes, and annual strategic review.
- Support the Lead Financial Accountant with the annual financial return for the Office for Students, ensuring analysis and allocations are true and fair and accurate.
- Keep up to date with accounting standards, regulations, and best practices.

2. External Audit Completion

- Support the external audit completion by developing systematic processes to assist management in the regulation and reporting of the activities of the

University and its subsidiary undertakings, and by providing accurate and complete accounting records that are free from errors and omissions.

- Cooperate with the external auditor by providing access to financial information and documents, answering queries, and implementing recommendations.

3. Policy and Process Development

- Work within function to support the design and implementation of policy and procedure to support the achievement of university objectives, including the writing and presenting of reports to the appropriate University committees.
- Provide guidance and interpretation to management on the application of financial reporting standards, policy, and procedures.
- Supervise the monitoring and review of balance sheet control accounts throughout the year and ensure they are reconciled and cleared.

4. Project Work

- Undertake project work, both leading and supporting, planning, and implementing activities in area of expertise to support the achievement of functional objectives.

5. Problem identification and resolution

- Support client group in identifying, diagnosing problems as well as providing appropriate functional expertise to support successful resolution. This will require analysis, problem identification, solution generation, decision making, planning and organising the approach, communicating the proposal, orally, in writing or both, and influencing others to engage.

6. Functional Team Working

- Work as part of the functional team, ensuring effective contribution, supporting and developing colleagues where needed.
- Support the University's compliance with the PCI-DSS regime by working with the Corporate Accounting Services Supervisor and Student Accounts Manager to ensure we are following the policies and procedures for handling card payments and data security.
- Support the team to meet its external reporting and regulatory returns responsibilities, including:
 - a. Freedom of Information requests
 - b. Transparent Approach to Costing (TRAC)
 - c. Office for National Statistics
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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 level of responsibility entailed.

Person Specification

Essential Criteria

- Of graduate calibre with relevant professional qualification or experience, (ACA, ACCA, CIMA or equivalent)

- Exposure to the year-end audit process, the compilation of statutory accounts, and experience of interacting with external auditors.
- Financial accounting experience
- Analytical skills with the ability to generate effective solutions.
- Strong knowledge of accounting principles, standards, and regulations
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Highly developed oral and written communication skills with the ability to present complex and conceptual ideas in a way that can be understood by most employees.
- Demonstrable experience and ability of working to clear deadlines.
- Highly developed interpersonal skills with the ability to effectively influence finance division colleagues in area of expertise, effectively contribute to team working.
- Proficient in Microsoft Excel and accounting software.

Desirable Criteria

- Experience of Higher Education sector
- Experience of finance system 'Unit 4 Business World'