



1 Advertisement

Post Title: Finance Assistant

School/department: Finance

Hours: Full time hours considered up to a maximum of 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).

We are currently hybrid working with a minimum 40% of the week in the office and the remainder at home.

Contract: Permanent

Reference: 21422

Salary: starting at £28,759 to £32,982 per annum, pro rata if part time

Placed on: 25 September

Closing date: 12 October 2023 (internal only). Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed.

Expected start date: October 2023

This vacancy is only open to those currently employed by the University of Sussex (Including those employed through Reed, Chartwells, and SEF).

We are seeking to appoint a Finance Assistant to work in the Management Accounting Services Team (MAS).

This is an interesting role with a lot of people contact and you'll be working closely with colleagues both in Finance and across the university. You'll have lots of opportunity to develop your management accounting skills and pursue professional development.

You'll provide support to the Schools Finance Business Partners and tasks include monitoring accounting transactions, headcount establishment, preparing month-ends, forecasts, drafting budgets and longer terms plans, and preparing regular reports for the Business Partners and their Heads of Schools.

We offer a friendly and supportive workplace with the opportunity for you to work in a hybrid workplace which is currently 40% minimum in the office each week with the remainder at home. There is also the option to work in the office for the full week if preferred.

Please contact Carman Ford c.v.ford@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.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at [Finance Division : University of Sussex](#)

3. Job Description

Job Description for the post of: Finance Assistant

Department: Management Accounting Services

Section/Unit/School: Finance

Location: Sussex House

Grade: 5

Responsible to: MAS supervisor (Schools)

Responsible for: n/a

Purpose of the post

To provide support and assistance to the Management Accounting Services Supervisors and Finance Business Partners in monitoring accounting transactions, performance and establishment, preparing month-ends, forecasts, draft budgets and longer terms plans, and preparing regular reports for the Business Partners and their Heads of Divisions/Schools.

This will include assisting with:

- Preparation of monthly accruals, prepayments, journals, and reconciliations necessary to support management reporting routines.
- Preparation of third party returns in accordance with published timetables and agreed service levels
- Processing of management accounting transactions to meet standards and KPIs agreed with the Management Accounting Services Supervisor and other finance stakeholders
- Preparation of monthly financial statements, variance reports against budget and forecast, and supporting commentaries to aid Business Partners with understanding the financial performance of Schools and Departments
- Preparation of School/Departmental budgets and forecasts and subsequent processing of adjustments as required

- Provision of accurate and timely user support within the Finance Service Desk framework as directed by the Management Accounting Services Supervisor

Assist in the operational delivery of monthly financial management routines

Monitor and review the ledger postings for allocated cost centres, identify and process required accruals and prepayments, and make amendments and corrections as required. Ensure that all postings are relevant, correct and accurately reflect the current financial position for the area. Conduct financial reconciliations of designated accounts and analyse balances on accounts for services where recharges are undertaken, processing further recharges where required.

Review and advise on headcount requests via the 'Request To Fill' (RTF) process.

Ensure that monthly establishment headcount and payroll information is maintained accurately and in a timely fashion on both the Finance Planning and Analysis tool (IBM Planning Analytics) and in the Finance System (Unit 4). This includes the correction of errors, ensuring that all vacancies, leavers and starters are correctly reflected including the full year forecast.

Assist in the preparation of any financial data returns to funding bodies, third parties, or for Freedom of Information (FOI) requests for onward review by the Management Accounting Services Supervisors and Finance Management.

Assist in the provision of meaningful insight and analysis

Prepare monthly financial statements for Business Partners including the provision of standard informative variance analysis for month and year to date results versus budget and forecast. Provide further insight where required including the identification of risks and opportunities and budgetary problems.

Undertake ad-hoc data analysis and the provision of further supporting information and reports on request from the Business Partners and Management Accounting Services Supervisors.

Assist in the provision of effective financial planning

Support the Business Partners with the preparation of draft base School and Departmental budgets, forecasts and Long Term Plans for subsequent review by the Business Partner. Produce a variance analysis from previous year's budget. Attend meetings with the School and Department as required on an ad-hoc basis. Load subsequent adjustments to budget or forecast as directed by the Business Partner. Ensure that budgets and forecasts are correctly profiled and are entered onto the Finance System.

Provide ongoing support as required for the Budget, Forecast and Long Term Planning process. Liaise with the Business Partners and other appropriate staff to ensure that

information for forecasts, budgets and spending patterns are understood. Conduct ad-hoc costings and financial projections as requested by the Business Partners and Management Accounting Supervisors.

Keep the University safe

Understand and support compliance with the Financial Regulations and all relevant policies and procedures in all areas of responsibility. Identify areas of risk and propose solutions and mitigations as appropriate.

Support the Business Partners and other finance stakeholders in ensuring that effective financial controls and delegations are being operated across the University, flagging potential weaknesses to Business Partners and MAS management. This includes flagging any compliance issues or deviations against Financial Regulations to the Business Partners and MAS management.

Assist in the preparation of agreed University financial returns and external information requests, ensure accurate and timely completion to protect the reputation of the University. Identify, log and share any financial control concerns and other potential financial problems, challenges or opportunities to improve the financial control environment with Business Partners.

Ensure value for money

Support with the provision and maintenance of predefined performance metrics for areas of responsibility, both collective and individual, to ensure stakeholder requirements are consistently met and exceeded. Monitor against them and update Business Partners and MAS management promptly for further action where necessary to address issues.

Support the identifications of opportunities to deliver services more effectively and efficiently for example through new tools and processes and elimination of unnecessary activity. Work with finance colleagues to develop and adapt products and ways of working to meet evolving customer requirements. Support the identification of opportunities in both expenditure and income that improve Value for Money for the University. Maintain an awareness of external developments and support benchmarking and similar exercises where relevant to inform future improvements.

Be a proactive advocate for improvement across the University.

Accountability within the Management Accounting team

Assume shared responsibility with finance colleagues to develop and embed best practice to meet the University's requirements.

Maintain own professional continuous personal development and capability.

Contribute to the University Values.

Model best practice and assist in embedding appropriate behaviours.

Other

Deputise for the Management Accounting Services Supervisor when required.
Other duties as requested.

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.

4. Person Specification

The post holder must be able to demonstrate the following essential skills, abilities and experience:

Focus on Quality

Self-motivated with high professional service standards and good attention to detail
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Planning and Organising

Good organisational skills, a pro-active approach, with an ability to prioritise and organise competing demands and achieve deadlines whilst maintaining accuracy

Teamwork & Collaboration

Able to operate effectively within a cohesive team, providing effective, timely and frequent communication and interaction to ensure deadlines are achieved

Judgement and Problem Solving

Identifies risks and proposes ways to manage those risks
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Able to evaluate situations, and use initiative to resolve problems where the optimal solution may not be immediately apparent.

Qualifications and Experience

Part-qualified and actively studying towards a CCAB qualification or equivalent, or qualified by experience and with a desire to study for a CCAB qualification.
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Experience of effective working within an organisation of comparable complexity and challenge

Demonstrable commitment to continuing professional development
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Experience of the key elements of an effective, business-focused management reporting and financial control environment, ideally within a public service or regulated industry
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Evidence of experience with using spreadsheets, with an intermediate level of skill

The following skills, abilities and experience are highly desirable:

Communicating with Clarity

Very good oral and written communication skills. Able to deal with people in face to face situations, with a proven ability to remain calm, confident and authoritative.
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Influencing and Persuading

Able to balance high levels of diplomacy and tact with the use of a more direct approach when required.

Use creative approaches to influence and persuade others.

Putting the Customer First

Excellent customer service skills and a commitment to the principle of good customer care.
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Evidence of delivery of this in a business environment
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Set an outstanding example of being stakeholder oriented
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Relationship Building

Credibility to influence and gain the respect of colleagues and customers
