



1 Advertisement

Post Title: Projects Finance Assistant

School/department: Finance Division

Hours: Full-time or part-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).

The role is full-time but a minimum of 0.8 FTE will be considered and up to 50% remote homeworking.

Contract: Permanent

Reference: 8840

Salary: starting at £ 27,131 to £31,411 per annum, pro rata if part time

Placed on: 03 August 2022

Closing date: 24 August 2022. Applications must be received by midnight of the closing date.

Expected interview date: Week commencing 05 September 2022

Expected start date: ASAP

This vacancy is only open to those currently employed by the university

The University wishes to recruit a Projects Finance Assistant to perform a range of financial services and tasks to ensure accurate standing data and transactions are maintained to support financial reporting and monitoring services for the University's £260m capital and infrastructure investment plan.

You will work collaboratively as a member of the Finance capital projects team within Corporate Accounting Services. Reporting to the Central Projects Business Partner, you will:

- Undertake accounting duties, process transactions, provide analysis, information and reconciliation to support financial control of projects and the timely update of financial ledgers.
- Carry out analysis and reporting activities to support the financial management of project budgets, forecasting project expenditure and variance analysis.
- Work collaboratively with the capital projects team to develop management information systems and reporting tools including the University's Finance system (Agresso/Unit 4) and its IBM financial planning and analytics tool.

Candidates are invited to apply and must have:

- Experience of working in a financial reporting role with AAT or other recognised technical accounting qualification OR
- A minimum 2 years of experience working in a similar role for an organisation of similar size and complexity.
- Excellent analytical and reporting skills with the ability to engage and communicate effectively with a variety of people and departments.

- Good collaborator able to work with a variety of people and focus effectively towards achieving common goals and objectives.
- Numerate with good IT skills, a competent excel user and with experience of using financial systems.

Ideally you will have good experience of working in a similar financial projects and reporting setting. You will be familiar with UNIT 4 (Agresso) finance systems and IBM Planning and Analytics tools, although this is non-essential and training will be provided.

Candidates who wish to study for AAT or equivalent qualification are encouraged to apply as are Graduates with degree level education who possess some experience of working in an accounting role. The Finance Division offers study support to candidates with appropriate experience and depending on development needs and the requirements of the post.

Please contact Ben Gutierrez (B.Gutierrez@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 <https://www.sussex.ac.uk/finance/>

3. Job Description

Job Title:	Project Finance Assistant
Grade:	G5
School/Division:	Finance
Location:	Sussex House
Responsible to:	Central Project Business Partner
Direct reports:	N/A
Key contacts:	Central Project Business Partner, Assistant Project Accountant, Finance Division staff, management and the executive team.

Role description:

Perform a range of financial services and tasks to ensure there is up to date and accurate standing data, transactions and financial reporting in respect of the University's programme of capital projects. Work effectively and collaboratively as a member of the Finance capital projects team within Corporate Accounting Services, undertake accounting duties, process transactions and provide analysis, information and reconciliations to support financial control

of projects and the timely upkeep of financial ledgers and information which are the basis for the preparing the University's financial statements.

PRINCIPAL ACCOUNTABILITIES

- Carry out analysis, reporting and other business support activities that contribute to the achievement of departmental priorities and goals including support for the financial management of project budgets, forecasting expenditure, variance analysis and cost recording.
- Contribute to the development of a strong data and evidence led approach to decision making by providing robust and insightful data on agreed performance measures such as budget variance and expenditure monitoring.
- Help to standardise metrics and analytics across project financial control and reporting services, delivered by the Finance Division to its customers, with the aim of establishing and promoting best practice.

KEY RESPONSIBILITIES

- Maintain Project standing data and project registers in the University's Finance system and its newly implemented financial Planning and management information tool (FP&A Tool).
- Maintain the budget structure in financial ledgers and undertake reconciliation to ensure completeness and accuracy of reporting and data.
- Use financial control and management information systems to evaluate, plan, track, monitor and report on the University's planned programme of projects. .
- Contribute to the development of management information systems reporting which provides data on the achievement of identified key variances, controls and performance indicators.
- Compile and present standard and ad hoc reports for key stakeholders and groups, including narratives to clarify meaning and aid decision making, taking into account the informational needs of budget holders, Finance management, business partners and other stakeholders.
- Process, monitor and reconcile transactions, maintain budgets and update forecasts in financial systems to ensure an up to date and accurate record of project finance is maintained for reporting and for the preparation of the monthly and annual financial accounts. Prepare information and analysis for monthly and annual accounts.
- Stay up to date with techniques and tools for data analysis and be aware of best practice in the reporting of financial information. Work collaboratively to maximise the capability and effectiveness of financial systems and tools used in financial reporting and analytics.

- Support colleagues in accessing and interpreting information provided.
- Work collaboratively with team colleagues to understand what their data requirements are and to develop data accessibility in the most effective and user friendly way.
- Work collaboratively across other similar roles within the organisation to learn from best practice and develop consistent approaches.
- Carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed including but not limited to supporting the work of the wider Corporate Accounting Services Team and the Finance Division.

INDICATIVE PERFORMANCE CRITERIA

- The post holder reports to the Projects Business Partner, they are given clearly agreed responsibilities in specific areas. Their line manager will agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Finance Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): Value for Money, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities 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

ESSENTIAL CRITERIA

1. Relevant technical accounting qualification or two years relevant experience or Degree level education and wishing to study technician level accounting qualifications.
2. Effective planning and organising skills.
3. Good interpersonal skills
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries, providing explanations where needed with the ability to identify the most effective medium.

5. Numerate with ability to work quickly and accurately and having experience of validating and checking your own work and the work of others.
6. Analytical skills with the ability to manipulate data to identify effective solutions and make effective decisions.
7. Experience of writing short reports and commentary which provide insight to analysis and financial data.
8. Ability to work flexibly within a small team and on own initiative.
9. Competent IT skills to effectively manage own workload – MS Office Suite. Experience of using a multi user accounting system. Intermediate level excel user able to manipulate and manage large sets of data, prepare graphs and charts.
10. Some experience working in an accounting and financial role.

DESIRABLE CRITERIA

1. Studying or completed a formal accounting qualification such as AAT or equivalent.
2. Experience of UNIT 4 Finance system.
3. Two years' experience in a similar project reporting role.
4. Experience working in an organisation of similar scale and complexity.
5. Experience of large projects financial reporting for buildings, construction & infrastructure, IT systems implementations.