

Job Title: Financial Accountant

Unit/School: Finance

Grade: 7AB

HERA: FIN40

Core purpose of role

This role will form a key part of the corporate governance for the University's central Finance function. The role will directly support the Senior Financial Accountant and work closely with colleagues in Finance, Professional Services and Schools in managing and maintaining the operation of the financial accounting function including; taxation, audit, compliance, insurance, and financial accounting.

The role holder will be recognised as a primary provider of analysis, advice and guidance on compliance and other financial matters including, financial regulation compliance, management of financial risk, control account reconciliation, VAT, import & export duties and insurance. The role will be responsible for the timely provision of financial information meeting both internal and external deadline requirements and providing returns that meet national guidelines.

Key responsibilities and contributions.

- A recognised source of expertise on all aspects of VAT reporting, planning and compliance within the University and its subsidiaries. This includes, but not limited to, timely submission of VAT returns; import and export VAT; providing advice to colleagues through the university; developing a VAT risk register; liaising with external VAT consultants; and liaising with HMRC.
- Lead the preparation of the annual University financial statements in accordance with external guidance; to take the lead role in the preparation of the University's subsidiary company financial statements; in accordance with the relevant requirements of the Higher Education SORP, the Companies Act and current Medr guidance. Be responsible for ensuring that all financial statements are produced in a timely manner to meet internal committee and external reporting deadlines.
- Lead the preparation of financial data for external reports (including but not limited to; Companies House, Charity Commission, HMRC, Medr, HESA, TRAC returns).
- Oversee all aspects of the university's insurance processes and protocols, including the annual insurance renewal.
- Responsible for the completion of key monthly reconciliations including balance sheet, bank reconciliations, and intercompany reconciliations.

- A contributing member of the project team responsible for the implementation of new asset register software within the finance system.
- Responsible for month end capital accounting.
- To ensure that all income and expenditure is recorded in a correct and timely manner and maintains the integrity of the general ledger accounting structure.
- Identify and contribute to the implementation of improvements in systems and processes to enhance the University's financial efficiency and effectiveness.
- Provide line management to the Financial Accounting Officer and mentoring to colleagues in the finance directorate, identifying developmental opportunities and training needs.
- To be responsible for the development and maintenance of procedure and guidance materials related to all aspects of the role.
- To undertake other finance duties as required by the Senior Financial Accountant which are commensurate with the grading of the post and the nature of the work.

Person specification

Essential qualifications / Professional memberships

- First degree
- Qualified member of one of the CCAB accountancy bodies or equivalent.

Essential experience, knowledge and skills

1. Demonstrable post-qualifying experience in a large public sector or multi-disciplinary organisation, with experience of financial reporting, staff management, and of use of ERP systems.
2. A proven record of working in finance with an emphasis on VAT management. The ability to evidence experience of providing guidance to colleagues and experience of technical returns to HMRC such as VAT, Corporation Tax, imports and exports.
3. Experience of financial year end accounting and audit processes.
4. Advanced IT, analytical, business modelling and Excel skills.
5. Experience of developing reports and presenting complex financial information to both financial and non-financial colleagues at all levels of the organisation.

6. Proven problem solving and decision-making skills; attention to detail & a methodical approach to work; confident; self-motivated.
7. Well-developed people management, mentoring and coaching skills, encompassing empathy with non-Finance colleagues.
8. Effective time management skills with ability to prioritise and deliver high quality work to tight deadlines; a team player.
9. Experience of developing, interpreting and applying financial regulations. Ability to advise financial and non-financial colleagues in the application of the regulations.

Desirable

1. Experience of working with Unit4 Business World (formerly Agresso).
2. Experience of supporting finance system implementation or upgrades.
3. Experience of working (with advisers) on global taxation requirements.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user				



Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.