



OPPORTUNITY

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Reference: 0423-26

Grade: 8

Salary: £38,784 to £46,049 per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

The post holder will be required to work within the University's Corporate Finance Team, who are responsible for financial accounting, control and reporting. This includes ad hoc analysis and production of the Management and Statutory Accounts and ensuring compliance with accounting standards. This post will be responsible for reporting on the University's capital projects and capital planning. They will also be responsible for the day-to-day running of the Treasury function, cash reporting and cash forecasting. In addition, the post holder will support the wider team in maintaining and improving financial processes across the Finance Department and wider University.

A good technical accountant, they will need to be analytical and precise while being pragmatic and commercial. They will need to be personable, and able to work collaboratively with colleagues within and outside the Finance Department. Good system knowledge and the ability to develop effective management reporting based on Stakeholder needs is essential. They will be comfortable managing varied, competing demands and timescales. A continuous personal and business improvement approach is essential, underpinned by excellent service provision.

Main Duties/Responsibilities

- To contribute to the wider Corporate Accounting and Finance Department agenda, supporting the development of high-quality services, sharing and promoting best practice.
- To provide support to the Financial Reporting and Accounting Manager in all areas.
- To work in a way that complies with the Treasury Management Policy and supports the accompanying Treasury strategy.
- Provide Capital support to the University (Colleges and Corporate Functions).
- Support in the production of the annual Capital Plan
- Monitor and report on performance against Capital Plan monthly including forecasting future spend.
- Monitor completion of capital projects and prepare projects for close out and capitalisation.
- Recording, allocation and management of capital grants received.
- Prepare direct cashflow actual and forecast reporting to inform financial and treasury management of the Institution.
- Review bank reconciliations
- Input into overall Treasury Management, including debt financing and investment of surplus institution cash balances.
- To routinely monitor and report compliance with all Bank covenants.
- Line management of Treasury Assistant.

Main Activities

- Ensure that cash and capital postings are transacted in an accurate and timely manner to aid the delivery of high-quality finance information to the University.
- Ensure that the financial information pertaining to Cash and Capital and provided to both college and professional services functions support the university in decision making.
- To input into the preparation of capital and cash forecasts, annual budgets and 5-year plan for the University on a timely basis and proactively identify issues arising from these projects and address/resolve with appropriate stakeholders.
- To monitor and analyse capital and cash performance across the University.

- Provide effective financial support and analysis to Capital Project Managers and Executive to provide accurate and timely financial information and insight in relation to Cash and Capital.
- Liaison with the University's appointed treasury advisors.
- Seek to drive consistency across the University wherever possible, championing best practice and ensuring that processes are clearly documented.
- To be a member of and/or attend relevant internal and external committees/groups as required, presenting, and explaining financial information and informing decision making on financial issues.
- Work with other areas of finance and the university to drive change and help to implement new processes as required.
- To provide leadership and management of direct reports, overseeing their performance and professional development.
- To undertake any other duties as may reasonably be required.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	To be a member of a chartered UK accountancy body with at least two years' Post Qualification Experience in a financial/management accounting capacity	Application form
Experience	<p>Experience of working in an organisation with complex structures and competing demands</p> <p>Experience of working across reporting lines</p> <p>Experience of delivering outputs on a regular basis, under tight deadlines</p> <p>Experience of controlling and forecasting capital and cashflow budgets</p> <p>Project reporting experience is essential</p>	Application form and interview
Aptitude and skills	<p>Professional and credible</p> <p>Strong attention to detail - a problem solver, with a track record of providing improvements to processes</p> <p>Proficient in the use of Microsoft Office Suite e.g. Excel, Word, Outlook and recent developments in AI</p> <p>Significant level of Financial System experience</p> <p>Demonstrable "can do" approach to work</p> <p>Must be able to manage own work to meet pressured deadlines</p>	Application form and interview
Personal Attributes	<p>Must be able to work successfully either independently or in a team environment</p> <p>Excellent management and organisational skills, ability to deal with</p>	Application form, interview

	Essential	Method of assessment
	<p>competing demands from a range of customers</p> <p>An excellent communicator, able to establish rapport, confident and diplomatic communicator</p> <p>Must be able to challenge positively, without causing conflict</p> <p>Can be trusted with sensitive information</p>	

	Desirable	Method of assessment
Education and qualifications	To hold or studying towards a Certificate/Diploma in Treasury Management.	Application form
Experience	Have implemented or led on changes in working initiatives, improved reporting, and services	Application form and interview
Aptitude and Skills	<p>Knowledge of project costing, with the ability to influence and take alternative action if required</p> <p>Knowledge of Power BI</p>	Application form and interview
Personal Attributes	Knowledge of accounting for HEIs and the HE SORP is desirable	Application form, interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

				
Innovation	Collaboration	Ambition	Inclusion	Integrity
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Annalee Russell
Job Title: Financial Accounting and Reporting Manager
Email: a.russell3@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration [web page](#) for further details.

Before you start and Right to Work

Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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