Job Title: Financial Accountant

Department: Bursary

Responsible to: Deputy Financial Bursary

Purpose of Job: A key member of the Bursary, this role is responsible for all areas of financial accounting, audit, treasury, tax, payroll and endowment management for the College, its trading subsidiaries, and Trusts.

A pro-active self-starter who will promote financial control across College.

Duties and Responsibilities

Key Responsibilities

Financial Reporting

1. Production of the consolidated and individual statutory accounts of the College, the individual Trusts and the trading subsidiaries to the applicable Cambridge Colleges SORP, Charity SORP and UK GAAP standards.

2. Liaison with the external auditors including preparation and collation of information requests.

3. Give advice on the technical treatment of complex accounting transactions

4. In liaison with the Development Office, ensuring donations are properly accounted for in the appropriate period and reconciliations between Blackbaud and Sun systems happen regularly

5. Secretary to the Audit Committee ensuring that papers are collated and circulated to members at least 7 days beforehand. Responsible for taking minutes at meetings.

Investment and Trust Management

6. Supervising the daily accounting and regular reporting for the individual Trusts, restricted funds and the Endowment.

7. Preparing valuation reports for and to the Investments Committee, Finance Committee and committees of individual trusts.

8. Ensure that users of restricted funds balances are notified in a timely fashion of funds available, including projections of income and expenditure as and when requested.

9. Calculation of the transfer to unrestricted activities from Statute 42 funds.
10. Monitoring receipt of distributions from investments and taking correcting action if necessary.

11. Monitoring capital calls and ensuring internal approvals received in a timely fashion.

**Tax Compliance**

12. Preparation and submission of all statutory tax and other returns, for the College and subsidiaries, on a timely basis, including:

   - VAT return (quarterly)
   - Corporation Tax returns (annual)
   - PSA settlement and P11D (annual)
   - Constructors Industry Scheme returns (monthly).
   - University and ONS returns

13. In respect of Deeds of Covenant and Gift Aid, liaising with the Development Office, the preparation of periodic tax claims, administration of the scheme and reconciliation of claims to the General Ledger accounts.

**Banking and Treasury**

14. Reconcile College Fees and University Composition Fees in the ledger to CamSIS and University Statements, paying any amounts due.

15. Produce a monthly cash flow report for College and for Endowment and update regularly as required

16. Pro-active monitoring of College’s bank accounts including ensuring there are sufficient balances in appropriate accounts, preparation of monthly reconciliations of bank accounts, interschool accounts, control accounts and suspense accounts. Processing any associated journals and correcting entries on all College current and business reserve accounts, including ensuring there is proper liaison with banks in respect of errors, queries, refunds etc.

17. Overseeing all student society bank accounts including being a bank signatory.

18. Ensure that all bank mandates are kept up to date and in accordance with the Scheme of Delegation.

**Payroll**

19. Overseeing salary sacrifice schemes

20. Check and approve payroll in a timely and efficient manner including reconciling the Payroll control accounts

21. Provide full cover in absence of the Payroll Supervisor

**Fellows’ Shared Equity and Loan Schemes**

22. Managing the Fellows’ Shared Equity and Loan Schemes including monitoring interest rates, preparation of annual statements and handling any correspondence on the Schemes.

**Other responsibilities**

23. Promote a constructive culture of financial control, fiscal awareness and good
financial practice, including a value for money approach, among non-financial staff.

24. Manage the assigned bursary team (accounts receivable and payroll) ensuring staff have clear objectives and are motivated, developed and encouraged deliver the highest standard of professional practice as individuals and within the team.

25. Undertake corporate level project and developmental work as directed by the Bursar or Deputy Financial Bursar.

26. Ensure resilience of financial controls and processes within the remit of the role.

27. Provide cover and support for other members of the team when required, including finance business partnering, management accounts, accounts receivable and payable functions.

28. To actively follow and promote the College’s policies, and actively promote these wherever possible.

29. To maintain an awareness and observation of fire and health and safety regulations

30. Support a culture of continuous professional development within the Bursary.

31. Any other duties, consistent with the grade and scope of the post, reasonably required of the post-holder by the Bursar or Deputy Financial Bursar

| Responsible for: | 1 x Payroll Supervisor |
|                 | 1 x Assistant Accountant (Accounts Receivable) |
EXPERIENCE & PERSONAL QUALITIES

Essential:
Experience in leading an external audit within a group structure.
Experience in preparation of consolidated financial statements
Experience of financial accounting in HE or kindred areas.
A capable manager with the personal qualities necessary to lead a small team and influence peers.
Well-organised with the ability to remain effective when working under pressure and achieve deadlines
without sacrificing attention to detail.
Excellent communication skills.

Desirable:
Experience of University or College accounting.

TECHNICAL KNOWLEDGE & SKILLS

Essential:
Enquiring and analytical with the ability to absorb information quickly and accurately.
Excellent report writing skills.
Excellent organisational and administrative skills.
Sound understanding and application of financial accounting.
Excellent IT skills, including Excel to an advanced standard eg Macros and VB.
Understanding of the use and interpretation of data for planning and management purposes.
Excellent standards of written and verbal communication including excellent interpersonal skills and the
ability to negotiate and influence others.

Desirable:
Experience of financial reporting for endowments
Experience of tax compliance

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential: CCAB Qualified

Desirable: Educated to degree level or equivalent.