University of London Job Specification

Job Title: **Financial Accountant**

Department(s): Finance

Section: Financial Services

Level: **7**

Job Purpose:	The Financial Accountant is responsible for financial accounting duties and provides key support to the Senior Financial Accountant and Deputy Finance Director (Financial Services) in the external audit of the University, its subsidiaries, and the Group. The role plays a central part in preparing annual financial statements, ensuring the integrity of the Balance Sheet throughout the year, and supporting the preparation of financial statements for the Unified Trust Fund and all associated trusts.

Financial Reporting

- Assist in the preparation of annual consolidated and individual financial statements for the University, the Unified Trust Fund, and trading subsidiaries, ensuring compliance with HE SORP, Charity SORP, and UK GAAP.
- Work closely with external and internal auditors, providing evidence and responding to queries to support the timely completion of annual audits.
- Oversee the accuracy of the Balance Sheet and support the preparation of statutory and regulatory returns (e.g., Office for National Statistics) to ensure completeness and timeliness.
- Maintain and enhance the integrity of financial data within the system, with primary responsibility for the Balance Sheet and Fixed Asset Register.
- Ensure timely and accurate reconciliation of control accounts, identifying and proactively resolving discrepancies to strengthen internal controls, support audit readiness, and provide support to the Senior Financial Accountant in managing complex balance sheet items.
- Carry on month-end closure processes to strict deadlines, collaborating with colleagues across Financial Services, Financial Management, and ITDS.
- Ensure that the Gift Aid payments from subsidiaries are paid within the qualifying timescale to avoid tax liabilities.

Investment and Trust Management

- Support financial management and reporting for the Unified Trust Fund and individual trusts, ensuring accurate, timely, and transparent financial reporting.

Other Responsibilities

- Maintain up-to-date knowledge of accounting standards and guidance, working with senior colleagues to ensure changes are implemented appropriately.

- Support the Senior Financial Accountant and Deputy Finance Director in ensuring that financial control processes are effective, proportionate, and applied consistently across the University. Assist in reviewing, documenting, and monitoring these processes to ensure they remain appropriate and are being adhered to.
- Provide recommendations to support financial decision-making, ensuring accurate information underpins long-term sustainability and efficient day-to-day operation.
- Deputise for the Senior Financial Accountant as required.

Culture and Governance

- Adhere to a constructive partnership culture of financial control and sound financial management
- Actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.
- Maintain awareness of and adherence of fire and health and safety regulations.
- Undertake any other duties consistent with the grade and scope of the role, as required by the reporting line manager.

Reports to:	Senior Financial Accountant
Responsible for:	n/a
Additional demands of the role:	n/a

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Relevant up to date accounting knowledge, with the ability to apply financial reporting standards to group financial statements and respond effectively to audit requests.
- Analytical, inquisitive, and able to quickly interpret and apply information with accuracy.
- Highly organised, able to manage competing priorities and meet deadlines without compromising attention to detail.
- Commitment to continual improvement and professional development.

Desirable:

- Previous experience of accounting for property transactions, trusts, or/and charitable reserves.
- A clear and effective style of communication, personable but professional without being afraid to ask questions

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Excellent reconciliation skills.
- Strong IT skills, including advanced Excel skills, proficiency in Microsoft Office, and experience with ERP systems (e.g., Unit4 Business World, Oracle).
- Ability to manipulate large datasets and conduct detailed analysis, especially during year-end, to support audit and reporting processes.

Desirable:

- Experience within the UK higher education sector or similar complex environment
- Experience with Oracle Fusion specifically.
- Methodical and clear approach to information layout and analysis

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential*:*

- CCAB professional accountancy qualification, or substantial progress towards one.

Desirable:

- Educated to degree level or equivalent.

Competency Requirements	Essential	Desirable
Academic Community focus	A	B
Adapting to change	B	C
Creativity and innovation	B	C
Stakeholder focus	B	C
Interpersonal understanding	B	C
Leadership	B	C
Managing resources	B	C
Organisational commitment	B	C
Proactivity and planning	B	C
Problem solving and decision making	C	D
Performance Management	B	C
Resilience	B	C
Staff development and commitment to learning	B	C
Striving for excellence	B	C
Working collaboratively with others	B	C

Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.

For further information on each of the competencies and relevant levels, please refer to the appropriate version of the University Competency Model