



Edge Hill
University

THE TIMES
THE SUNDAY TIMES

GOOD
UNIVERSITY
GUIDE
2022

MODERN
UNIVERSITY
OF THE YEAR



Accounting Officer

Reference: EHA2458-0523
Salary: £26,642 - £28,929 per annum
Grade 5, Points 19-22
Contract Type: Permanent
Hours: Full Time (36.25 hours per week)
Location: Ormskirk
Accountable to: Director of Finance
Reporting to: Head of Accounts & Systems





About the Role

We are looking for a friendly and pro-active individual with a willingness to learn, alongside strong relationship building skills. The individual we are looking for enjoys helping people and is able to convey complex information simply and effectively. Administration knowledge using similar financial or non-financial systems will be highly transferable to this role, and we will provide thorough training to support you in your transition to our systems. We are highly invested in the training and development of our staff. As well as on-the-job training, we can also offer funding and support for external training courses specific to the candidate's skillset and long-term career goals.

The post sits within the Accounts and Systems team, who perform the key accounting functions for the business and manage and administrate the core systems of the Finance Department. You can expect to join a friendly, supportive, and vibrant team who are proud and passionate about the work that they deliver.

You will often serve as the first point of contact for queries coming into the Accounts team and will be adept at forming good working relationships with our internal customers. You be responsible for managing Insurance for the University and would be a key contributor to monthly and annual processes such as VAT and Corporation Tax return preparation, as well as monthly accounting work and administrating the corporate card process.



Duties and Responsibilities

Administration of accounting tasks

1. Organise and prioritise workload effectively to ensure accounting timetables and deadlines are met.
2. Respond to queries from departments, using own initiative to investigate and resolve the queries ensuring that they are resolved appropriately.
3. Production of accrual and prepayment journals and analysis of reports on a monthly or annual basis as part of the completion of the monthly management accounts and annual statutory accounts for the University and its subsidiary companies.
4. To support the co-ordination and accurate/timely completion of the Quarterly VAT return.
5. To assist with the accurate and timely analysis and processing of Intercompany billing each month.
6. Analyse and translate complex financial data to support the accurate and timely completion of the University Corporation Tax Return.
7. To participate in the management and processes of Fixed Assets ensuring accuracy is maintained.

Insurance responsibilities

8. Provide day to day management and administration of insurance services across the University, liaising with staff and insurers to ensure effective communication and the efficient administration of claims.
9. Manage insurance services for the University ensuring appropriate and cost effective cover is in place at all times.
10. To lead and co-ordinate the annual insurance renewal process with effective planning, liaison, data gathering and analysis supporting the process.

Other responsibilities

11. To be the first point of contact for other teams around the University with their accounting queries, investigating and resolving their issues with a focus on customer service excellence and efficient business operation.
12. Administrate and support the corporate credit card process for the University
13. Working proactively alongside your colleagues to investigate, plan and implement changes to current systems and processes that will help to improve the service, whilst contributing regularly to team meetings and providing ongoing project work support wherever it is deemed appropriate.
14. To undertake any other duties as deemed appropriate by the Head of Accounts and Systems.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers





Edge Hill
University

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.





Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (A/S/I/T/P)
Qualifications				
1.	Qualified to degree level or appropriate work experience.	*		A
Experience and Knowledge				
2.	Finance work experience at an equivalent level	*		I
3.	Able to highly effectively plan and organise service delivery and to be responsive to business needs	*		S/I
4.	Experience of working in Higher Education administration.		*	A
5.	Experience of providing excellent customer service in a business to business or business to customer environment	*		S/I
6.	Able to develop and enhance computerised management systems, including advanced Excel to create, update and manage workbooks and to analyse and report on data		*	S/I
7.	Good understanding of how ICT can be exploited to enhance and support customer-facing business processes.	*		S/I/T
8.	Experience of working across organisational boundaries and stakeholder management.	*		S/I
9.	Good working knowledge of Finance administrative processes and procedures.		*	I





Abilities and Skills

10.	Pro-active, self-motivated and forward thinking	*		I
11.	Ability to demonstrate emotional intelligence in engagement with stakeholders with different priorities	*		I
12.	Ability to demonstrate a customer-focussed, strategic mindset.	*		S/I
13.	Ability to write clearly, succinctly and correctly in a well-structured and logical way.	*		A/I
14.	Experience of analysing numerical, written and verbal data to form rational judgements.	*		I





How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11:59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy, please contact: Michael Sprigg, Head of Accounts & Systems at Spriggm@edgehill.ac.uk

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

