

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Core Accounts Administrator

## **College/Department**

Finance

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0315-22-R

## **Salary**

£21,007 To £22,627 per annum

## **Reports To**

Core Team Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder will play a part in helping the Finance Department be a leading-edge service provider, helping the organisation achieve its goals by providing quality advice on financial matters and implementing necessary financial strategies.

The post holder will be involved in all areas of Core Team delivery, particularly in the areas of month end, payroll support services, administration of the online non-pay budgets, maintenance of the system controls over the Nominal Ledger and process continuous improvement.

## **Principal Accountabilities**

#### **Month End & Year End**

1. To assist in month-end processing of all core accounts items such as sub-ledger reconciliations (liaising with other Finance teams), recharges and departmental transfers, GRNI and other Accounts Payable accruals.
2. To assist in processing and applying payroll costing data on a timely basis into the nominal ledger and pay forecasting models on a monthly basis, ensuring confidentiality at all times.
3. To assist in the management of the month end timetable; ensuring that deadlines are adhered to both within Core Team and by other contributors.
4. To assist in the year end preparation including all reconciliations, coding reviews and ledger close downs.

#### **Business Support**

1. To be a main point of contact for System users throughout the University regarding Budgetary Control and general ledger queries.
2. To administer the creation and collation of information around additional payroll preparation information including those relating to associate lecturers, other ad-hoc staff and hours for submission to payroll.
3. To support the business in the payments of student bursaries and other ad hoc student payments in liaison with Accounts Payable.
4. To provide support and assistance where necessary to the Business Accounting Team regarding any of Core Team’s responsibilities.
5. To ensure timely and accurate turnaround of incoming requests around Budgetary Control such as POPs forms and budget queries.
6. To assist in the maintenance and control of a well structured nominal ledger for UOD and all subsidiaries and business units, ensuring a consistent and pragmatic approach.
7. To liaise with other areas of finance in effecting resolutions to issues around Core Team responsibility such as Student Finance and Purchase Ledger.

#### **Other**

1. To continue personal and professional development under the support and guidance of the Core Team leader and other finance colleagues.
2. To carry out any other duties or projects, consistent with the role and level of the post, as may be required from time to time.
3. To ensure all duties are carried out in a manner consistent with University Core Values and with due regard to Health & Safety and Equality & Diversity legislation.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Educated to ‘A’ Level standard or equivalent work experience.
* GCSE Maths and English Language at Grade C or above (or equivalent).
* Finance qualification or demonstrable experience at equivalent.

#### **Experience**

* Experience of financial operations in a compliance focused business being risk and fraud aware.

#### **Skills, Knowledge and Abilities**

* Strong customer focus and service delivery achievements.
* Team working within and beyond the immediate team, contributing collegiately towards the achievement of team goals.
* Well-developed liaison skills, able to build mutually beneficial relationships with colleagues, customers and stakeholders.
* IT literate, excellent Excel skills. Able to manipulate data sets and present information.
* Proven track record in translating data into intelligent information and formats to influence and assist Management.
* Highly proactive and organised; attention to detail; persistent in pursuing QTEC principles.
* High level of professionalism, enthusiasm, engagement and self-awareness.
* Excellent communicator, verbal and written.
* Accuracy and attention to detail.
* Flexible approach to deliver to deadlines.
* Ability to adapt positively to change.
* Desire to be part of a high performing team.

**Business Requirements**

* Flexible approach to working hours when occasion demands.
* Inter-site travel as required.
* Ability to travel to other sites in a timely and cost effective manner.

### **Desirable Criteria**

#### **Experience**

* Experience of funding systems in Higher Education.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)