**logo-uob-resize[1]**

**Job Description**

|  |  |
| --- | --- |
| **Job title:** | Accounting Intern |
| **Department/School:** | Finance & Procurement (Financial Accounts Team) |
| **Grade:** | 3 |
| **Location:** | Hybrid working with three days per week in the office.Any location operated by the University of Bath with office based in Virgil Building, Manvers Street. |

|  |
| --- |
| **Job purpose** |
| The Finance and Procurement Office (F&PO) is responsible for managing the University’s finances and cash flows, ensuring value for money in its financial activities and compliance with statutory and regulatory bodies and financial best practice.  Working as part of the Financial Accounts team, the post holder will gain experience of bookkeeping and indirect tax. The post holder will also support the wider work of the University’s Finance & Procurement Office gaining a breadth of work experience through a series of short placements with other Financial Operations teams, including:  Credit Control  Income Office  Student Finance  Payments/Procurement |

|  |
| --- |
| **Source and nature of management provided** |
| The post holder will report to the Assistant Financial Accountant. |

|  |
| --- |
| **Staff management responsibility** |
| None |

|  |
| --- |
| **Special conditions** |
| None |

|  |  |
| --- | --- |
| **Main duties and responsibilities** | |
| To support the work of the Financial Accounts Team | |
| **1** | **Financial accounts**   1. Support the Assistant Accountant with Agresso finance system housekeeping duties e.g. deleting unposted journals, setting up new projects. 2. Assist in preparation, posting and reconciliation of journals as directed by the team. 3. Assist in preparation of accruals and prepayments and in review of quarterly accruals submitted by other departments. 4. Assist the team with balance sheet codes reconciliations. 5. Assist the team in maintaining GL integrity by running control reports and making agreed corrections to ensure that financial systems, regulations, procedures and controls are in place to safeguard assets and meet the University’s internal & external reporting obligations. 6. Support the external audit process by liaising with other finance colleagues and responding to requests for information as directed by the Financial Accountant. 7. Assist the Financial Accountant with preparing the Financial Statements as directed. 8. Verify university stock check processes as instructed by the Financial Accountant. |
| **2** | **Fixed assets accounting**   1. Support the Assistant Financial Accountant in updating and maintaining the fixed assets register and accounts. 2. Assist the Assistant Financial Accountant in asset verification. |
| **3** | **Tax and compliance returns**   1. Support the Assistant Financial Accountant in completing compliance returns for the University e.g. overseas trade, gift aid, CT61, ONS, ECSL. 2. Support the Assistant Financial Accountant in undertaking monthly adjustment and control tasks for tax compliance. 3. Support the Tax Specialist in preparation of the PAYE Settlement Agreement return. |
| **4** | **Placements**  To support the overall work of the University’s Finance & Procurement Office the post holder will undertake short placements with other teams where expected duties include:   1. Processing transactions 2. Assisting in the preparation and entering of journals 3. Checking transactions 4. Dealing with post, telephone and in-person queries 5. Filing and archiving documents |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.  You are required to follow all University policies and procedures at all times and take account of University guidance | |

**logo-uob-resize[1]**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| Enrolled in a University of Bath undergraduate course with accounting subject, which enables an internship placement or a current year BSc or MSc graduate with a degree in accounting. | 🗸 |  |

|  |  |  |
| --- | --- | --- |
| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Actively working towards a bachelor’s degree in accounting or current year graduate. | 🗸 |  |
| Experience of working in a finance team. |  | 🗸 |

|  |  |  |
| --- | --- | --- |
| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Motivation and strong desire to take on new challenges and learn as much as possible. | 🗸 |  |
| Ability to learn rapidly and process information quickly. | 🗸 |  |
| Willingness to develop personal and technical skills in line with professional standards. | 🗸 |  |
| Excellent attention to detail. | 🗸 |  |
| High level of efficiency, accuracy, and responsibility. | 🗸 |  |
| Excellent team working skills. | 🗸 |  |
| Strong communication skills, both verbal and written. | 🗸 |  |
| Proficiency with computers and software packages, including MS Office (Excel, Word, Outlook). | 🗸 |  |
| Demonstrate good organisational skills with the ability to plan, prioritise and manage own workload to meet deadlines and targets set. | 🗸 |  |
| Good customer service skills. | 🗸 |  |
| Ability to maintain confidentiality and to handle sensitive information with honesty and integrity. | 🗸 |  |

|  |
| --- |
| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |