



Role Description	
Role title: Graduate Trainee Accountant	Post No:
School or Department: Finance	Date created: 10 th November 2022
Salary: Grade E (SCP 518) progressing to Scale F (SCP 521)	Hours per week: 37
Immediate line manager: Dependent on placement	
Title & grade of posts line managed by postholder: N/A	

1. Role purpose

To obtain practical experience in, and knowledge of, key areas of financial management across the University informed by the achievement of a professional accountancy qualification. The Trainee Accountant will support the Finance Department with the provision of an efficient and effective finance service to the University, including business partnering.

2. Daily and monthly responsibilities

The Trainee Accountant Development Programme consists of a series of placements (across Central, School and Professional Services Finance teams). Within the programme the Trainee Accountant will have responsibility for the following areas of financial management over the full training period

- Sales ledger and Purchase ledger transactional activities
- Responding to stakeholder enquiries, investigating and resolving any issues
- Data analysis

- Contribute to improvements to existing finance processes
- Month and year end processes including reconciliations, VAT returns and Fixed Assets.
- Systems and reporting management, including systems controls, user support and access, and financial systems and models.
- Corporate and regulatory reporting, including financial accounts and sector returns.
- Financial and management reporting, including reporting to budget holders and School/Professional Services management and ad hoc analysis to support business decisions.
- Planning, budgeting, and forecasting income and expenditure, including student fee and other income.

3. Other responsibilities

Responsible for supporting other members in the team in their current initiatives and to carry out any other duties as and when required.

Required to study for a professional accountancy qualification, sponsored by NTU, with the expectation that they will be full qualified within four years.

Compliance with all NTU policies in the performance of their duties.

4. Skills and ability

You'll be able to demonstrate the following









- Knowledge of financial reporting and analysis techniques including variance analysis.
- Knowledge of financial controls.
- Able to plan and prioritise own workload, working under pressure to meet deadlines without supervision
- Able to solve complex problems
- Highly numerate, able to analyse and interpret financial data using MS Excel and other tools
- Ability to present financial data to all levels of staff and tailor approach to suit audience
- Able to be diplomatic and tactful with active listening skills
- Able to manage expectations and interact with a wide variety of people
- Able to work effectively in a team
- Experience of working with and analysing data
- Experience of influencing decision making
- Confidence to work on own initiative
- Qualified to degree level with a 2:1 or above.

The following are desirable elements that the role holder will work towards

- Knowledge and experience of investment appraisal techniques such as discounted cash flow and net present value
- Knowledge and experience of the regulatory requirements of the UK HE sector
- Knowledge and experience of Financial Accounting Standards

N.B. The role holder may be required to undertake other duties which may reasonably be required as within the nature of the duties and responsibilities of the role as defined, subject to the proviso that normally any changes of an ongoing nature shall be incorporated into the role description.

5. Our Principles, Our Ways

Our Principles	We change lives.	We are bold.	We do the right thing.		
	 <p>We champion a civic as much as an academic mission. We promise, we plan and we deliver for people and partners. We are confident, collaborative and committed in pursuing what we know transforms society.</p>	 <p>We are independent spirits. We invigorate, inspire and improve. We are smart enough to spot opportunities and to gauge risks, and brave enough to take both.</p>	 <p>We act on principle. We are characterised by integrity and cooperation. We respect and support each other. We value evidence and respect expertise. We want to be the best in all that we do.</p>		
	My focus on...				
Our Ways	 Contribution	 Development	 Wellbeing	 Community/ citizenship	 Improvement
	<ul style="list-style-type: none"> • I demonstrate a strong drive to deliver on my objectives. • I take pride in the positive contribution I make to our University. • I ensure that I put my energies in to what matter most to NTU and align my objectives with those of the University. • I support and challenge myself and others to aspire to the highest standards. • I am confident in taking calculated risks. 	<ul style="list-style-type: none"> • I reflect, identify, and build on my strengths, recognising weaknesses, learning from mistakes. • I try always to do the right thing and take personal responsibility for my actions. • I am committed to my personal development. 	<ul style="list-style-type: none"> • I take responsibility for my wellbeing and seek support when needed. • I demonstrate care and empathy to others. 	<ul style="list-style-type: none"> • I seek to understand and meet the needs of colleagues, students and partners. • I am inclusive and respectful of the diversity of backgrounds, ideas and contributions, with a willingness to listen and understand. • I act with honesty and integrity. • I work collaboratively with all, regardless of hierarchy or boundaries. 	<ul style="list-style-type: none"> • I embrace new ideas and new ways of working where appropriate. • I look for better ways of doing things and make positive improvements.

Job Description and Person Specification created by: S Reader – Deputy Director of Finance 10/11/2022