



Financial Accounting Clerk

Corporate Services

Division of Finance

Salary Grade 4 - £17,503 to £20,172 per annum

Open Ended Contract

Ref: CSE00761

At Leicester we're going places. Ranked in the top 20 universities in Britain our aim is to climb further. A commitment to high quality fused with an inclusive academic culture is our hallmark and led the Times Higher Education to describe us as "elite without being elitist"

A position has become available for a Financial Accounting Clerk. Duties will include administering specific areas of work within the Financial Accounting department, providing high quality customer service delivery and ensuring the timely reconciliation of key balances

The University

There's never been a more exciting time to join us. At the University of Leicester we are enjoying research success on a world stage and gathering the awards and plaudits to match.

A judge in a recent awards ceremony described Leicester as "elite without being elitist". We are proud to be elite. But we are at least as proud to be an inclusive and progressive university. This commitment to high quality, an inclusive academic culture and belief in the synergy of teaching and research are our hallmarks. We believe that teaching is inspirational when delivered by passionate scholars engaged in world-changing research that is delivered in an academic community that includes postgraduate as well as undergraduate students.

Our approach to research yields great rewards. Our research impact, measured by citations per academic, is the sixth highest in the UK. Our success in the 2008 Research Assessment Exercise saw Quality Related research income rise by 18% placing us firmly amongst Britain's top 20 research universities by this measure. The RAE also revealed that Leicester is home to Britain's top-rated research department – Museum Studies – which has the highest concentration of world class research of any department of any discipline in the UK.

For a University that believes teaching and research are synergistic, it is pleasing that the National Student Survey reveals the quality of our teaching is amongst the highest in the country. Since the launch of the survey in 2006, Leicester has consistently featured amongst the top-10 universities in England for student satisfaction. The Sunday Times recently described Leicester as "top... amongst mainstream multi-faculty universities for student satisfaction".

Currently a University of 23,000 students, with a turnover of £260m and 3,800 colleagues, our future is bright. Our Strategic Vision describes our plans to invest a billion pounds in our estate as we transform our campus. Already consistently ranked in the top-20 universities in Britain, by 2015 we aim to rise further to become top-10.

Leicester is the most inclusive of Britain's top-20 universities with the greatest proportions of students from under-represented groups.

As a group of talented individuals we are more diverse than ever and stronger for it. At Leicester we are proud of our distinct approach, our achievements and our ambitious plans. If you share our approach join us.

Finance Office

The Finance Office is headed by the Director of Finance and his Senior Management Team. The Senior Management Team is made up of the two Deputy/Assistant Directors, the Head of Purchasing and the Operations Manager. The teams align to the Senior Management Team with the Deputy Director leading on Payroll, Pensions and Tax and the Assistant Director heading the Management Accounting, Financial Accounting and Treasury teams. The Operations Manager (responsible for income collection and payments) and Head of Purchasing (responsible for purchasing contracts) report to the Director of Finance.

Your Role

To administer specific areas of work within the Financial Accounting department, provide high quality customer service delivery and ensure the timely reconciliation of key balances.

Principal Accountabilities

Provide clerical support within the department to ensure timely and accurate reconciliation of assigned monthly accounts.

On-going review of historical unmatched income.

Monitor and take responsibility for income and financial postings with defined procedures for the conferences and catering functions within the University.

Ensure timely and accurate reconciliations between the University's accommodation management software and financial reporting software for accommodation income.

Provide clerical support within the department on a monthly and annual basis to support effective completion of external returns.

Provide other clerical support within the department to a clear brief, using established formats and standard software.

Qualifications, Knowledge and Experience

Essential

- Either academic or vocational qualifications (NVQ 2/3, 5 GCSE passes at grade C or above including Maths and English, City and Guilds or equivalents) plus at least typically at least one year's work experience in a relevant role.

Or:

- Typically 2-3 years' relevant work experience in the unit or a comparable setting.

Skills, Abilities and Competencies

Essential

- Ability to prioritise, plan and organise own work activities/tasks effectively and to the required standard
- Ability to work on own initiative and to be proactive
- Ability to work flexibly between varied tasks
- Good written* and verbal communication skills and the ability to deal with staff at all levels
- Well-developed interpersonal skills
- Ability to work in a busy environment as part of a team
- A high level of accuracy and attention to detail.
- Good IT skills, with particular experience of Excel and Word*
- Experience in a computerised accounting environment*

Desirable

- Experience using SAP finance software package*
- Experience of working in a higher education environment*
- Experience of working in a customer-focused environment*

(* Criteria to be used in shortlisting candidates for interview)

Informal Enquiries

Informal enquiries are welcome and should be made to Hannah Smith on hs264@le.ac.uk.

Applications

For further information and to apply on-line, please visit our website: www.le.ac.uk/joinus

The closing date for this post is midnight on 16 September 2013.

The anticipated date for interviews is week commencing 30 September 2013

Candidates short-listed for interview will be contacted by the University. If you do not receive a communication from the University within 4 weeks of the closing date, please assume that your application has been unsuccessful.