

## Job advert

September 2021

# Finance Advisor

### Context

**INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.**

**We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.**

**We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.**

**Since our inception in 2005, INTO has pioneered innovation in international education and created ground-breaking partnerships with 30 universities in the US and UK. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.**

**We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.**

Reporting the Management Accountant, the successful candidate will be assisting in managing the financial processes, relating to the day to day operations within the Centre which include but are not limited to:

- Admissions - approving all aspects registration based on financial criteria
- Student Liaison - dealing with any financial matters
- Debt Management
- Sponsorship
- Cash & Treasury Management
- Purchase Ledger
- Year End Audit

#### INTO UNIVERSITY OF EXETER LLP

UNIVERSITY OF EXETER  
INTO BUILDING  
STOCKER ROAD  
EXETER EX4 4PY  
UNITED KINGDOM

**T** +44 [0]1392 724282  
**F** +44 [0]1392 724277  
**E** [into@exeter.ac.uk](mailto:into@exeter.ac.uk)  
**W** [www.intohigher.com/exeter](http://www.intohigher.com/exeter)



**Essential:**

- Exceptional attention to detail and a sound understanding of core accounting principles.
- Experience of working in a busy office environment.
- A proactive approach in responding to the needs of students and other staff and be able to work well with a team.
- Good IT skills.
- Excellent interpersonal, oral and written communication skills.

**Desirable:**

- AAT qualification
- Understanding/knowledge of working in an accounts department.
- Understanding of UK higher education and the needs and requirements of international students.

## Application Process

If you feel you have the necessary skills, experience and interest for this post, please email your CV with a covering letter saying why you are interested in working for INTO University of Exeter and why you are suitable for the position.

Application deadline: 15/10/2021

Interviews will be held week beginning 18 October 2021.

“For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

## Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure Scotland Protecting Vulnerable Groups (PVG) check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around



the world. INTO employees are encouraged to take an active role in INTO Giving. To find out more please visit [www.into-giving.com](http://www.into-giving.com).