

Job description

Senior Finance Advisor

March 2021

Company context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched partnerships with 22 universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

Role Context

The post is part of the Central Accounting Team who are responsible for processing all accounting transactions for Head office, International operations and UK Centres.

Reporting line

The role reports to the Senior Financial Accounting Manager

Job purpose

To ensure that complete and accurate financial information is provided on a timely basis for your area of responsibility.

Key accountabilities and duties

Role and responsibilities

- Transactional accounting and operational support for HQ specific accounting processes and cycles.
- Responsible for creating the recharge invoice schedule for HQ and ensuring the revenue is correctly accrued or deferred and reconciled against budget.

IUP 2 LLP
ONE GLOUCESTER PLACE
BRIGHTON, EAST SUSSEX
BN1 4AA, UK

T +44 [0]1273 665200
F +44 [0]1273 679422
E corporate@into.uk.com
W www.into-corporate.com

- Liaising with the Business partners to ensure accuracy of the monthly management accounts.
- Supporting cash management, analysis & treasury reporting.
- Updating monthly control accounts to ensure accuracy of the balance sheet for areas of responsibility, highlighting risks and opportunities as appropriate.
- Audit schedule preparation and supporting the statutory audit.
- Review existing processes and procedures to ensure processes are documented and improve efficiency and accuracy where opportunities exist.
- Supporting the Senior Financial Accounting Manager as required with other ad-hoc projects and requests as required.

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The majority of the team are based out of the Brighton office. The post can however be performed from any location. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post.

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.

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Eligibility to work within the UK 	
Education/Qualifications	<ul style="list-style-type: none"> AAT qualification or equivalent, or ability to demonstrate relevant skills through relevant experience. Willingness to study towards ACCA or equivalent qualification 	<ul style="list-style-type: none"> Studying towards ACCA or equivalent qualification
Experience/skills	<ul style="list-style-type: none"> Previous monthly accounts preparation experience within a large organisation Experience of dealing with challenging customers and stakeholders. Excellent command of written and spoken English. Follows good financial practice within statutory requirements. Responsible for maintaining local financial systems and ensuring that operational, procedural and regulatory requirements are met. Ability to communicate and build effective relationships with employees at all levels. Ability to display initiative and take ownership for improving processes and procedures The ability to prioritise, meet deadlines and work under pressure. Ability to work flexibly within a fast moving environment and willingness to undertake and learn new tasks. Ability to work alone or as part of a team. Good attention to detail. Microsoft Excel spreadsheet skills to intermediate level (formulas; pivot tables) General high levels of IT skills 	