

Job Description

Job Title: Senior Accountant
Department: Guildhall School - Finance
Grade: E/F
Location: Guildhall School of Music & Drama
Responsible to: Head of Finance
Responsible for: 1 x Income Manager, 2 x Finance Officers, 1 x Apprentice

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

To assist the Head of Finance in providing high-quality financial accounting and information services to the Guildhall School's (GSMD's) Departments, Members and Officers, as well as the Guildhall School Trust (GST) - enabling compliance with statutory requirements, financial regulations and financial process compliance. The post holder has specific responsibility for the preparation of annual statutory accounts (for both the Guildhall School and GST) and the provision of effective and timely financial advice and services to the Head of Finance and the management of the Financial Accounts team.

A commitment to delivering excellent customer service to both internal and external partners, and to promoting equality of opportunity in all aspects of the role, is essential.

Main Duties & Responsibilities:

1. To be responsible for and lead on a broad range of financial accounts processes and financial reporting and compliance for the GSMD including: the accounts receivable function, credit control and debt reporting, petty cash function, international payments, SITS, eEPOS and statutory returns.
2. Effect the year end close down programme including drafting the School's financial statements and the GST's annual statutory accounts and liaise with external auditors.
3. Complete (including reviewing) Charity or other accounts and returns as required in accordance with the relevant legislation, such as SORP and the Charities Act, as appropriate.
4. Coordinating and reviewing the GST's quarterly management accounts, budget setting, financial planning and investments and associated reports for Trustees.

5. Review Committee reports prepared by the team; providing comments taking into account financial regulations and compliance and the presentation of financial data.
6. Ensure effective financial control procedures are in place and support the team with the preparation of regular reports for submission to Committees and Boards.
7. Represent the GSMD on working/project groups, Committees and at other meetings as required.
8. Provide financial advice and services to internal and external stakeholders in order to assist them with delivering the City Corporation's priorities.
9. Maintain the integrity of relevant General Ledger accounts, balance sheets and coding structures.
10. Delivering financial returns (City, Office for Students, Research England, Charity Commission) as required.
11. Reconciling/reviewing relevant systems and control accounts.
12. Develop, enhance and contribute to the various corporate systems used to manage, monitor and report financial information (including SITS, eEPOS, and SAP).
13. Lead on the financial controls programme across the School to ensure compliance and accuracy.
14. Assess the implication of Government regulations, controls and initiatives and acting thereon.
15. Maintain a thorough knowledge of Financial Accounting processes and the City's Financial Regulations to ensure they are correctly applied and complied with.
16. Responsibility to manage and develop staff. This includes planning workloads, ensuring deadlines are met as well as appraising, recruiting, motivating and personal development.
17. Contribute and work proactively as a member of the GSMD finance team management structure supporting the Head of Finance as and when required.
18. Actively seek to implement the CoL's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
19. Actively seek to implement the CoL's Equal Opportunities Policy and the objective to promote equality of opportunity in relation to the duties of the post.
20. Undertake any other duties that may reasonably requested appropriate to the grade.
21. To take reasonable care for their own health and safety and that of other persons that may be affected within their own working environment in accordance with the Guildhall



School and City of London's Health and Safety procedures.

Person Specification

Job Title: Senior Accountant
Department: Guildhall School - Finance
Grade: E/F
Trent Position number:
DBS Criterion:

No DBS

Security Vetting Criterion:

No security vetting is required

Politically Restricted Post Criterion:

This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

[Please ensure only relevant qualifications are listed for the post being advertised] e.g. Must be qualified as a Chartered Member of the CIPD or be able to demonstrate a level of knowledge at this level - (A,I etc)

1. Fully qualified accountant (e.g. ACCA, CIMA, ACA) with substantial post-qualification financial accounts experience. (A,I)
2. Charity accounting knowledge (SORP). (A,I)
3. Knowledge of Higher Education financial frameworks and regulation. (A,I)

Experience Required

1. Significant experience of leading a financial accounts team including line management. (A,I)
2. Experience in leading on statutory OfS returns (e.g. TRAC, AFR) (A,I)
3. Experience leading the production annual financial statements and leading on external audits. (A,I)
4. Demonstrated experience reviewing management accounts, balance sheet reconciliations, and cashflow statements. (A,I)
5. Production and presentation of Committee and Board reports. (A,I)
6. Experience of leading on financial reporting within a complex organisation (e.g., multi department, multiple funding streams). (A,I)
7. Experience on leading the implementation and improvement of financial controls, processes, and financial systems. (A,I)
8. Experience liaising with senior stakeholders, auditors, committees, and boards. (A,I)
9. Experience with charity related finance activities (e.g., Gift Aid, restricted funds, endowments, Charity Commission returns). (A,I)
10. Experience working within a charitable organisation, higher education provider, or public sector environment. (A,I)

11. Experience managing complex statutory HE returns (e.g., TRAC, AFR, HESA, HE BCI, Estates, Capital Monitoring). **(A,I)**
12. Experience training non finance staff in financial processes or systems. **(A,I)**

Desirable

13. Experience in treasury management or investment monitoring. **(A)**
14. Tax relief **(A)**
15. SITS student record system experience **(A)**

Technical Skills & Knowledge

1. Strong understanding of financial accounting principles and standards. **(A)**
2. Knowledge of charity accounting and Gift Aid regulations and the Charity SORP framework. **(A)**
3. Knowledge of financial governance, audit processes, and internal controls. **(A)**
4. Strong knowledge/experience of HE student record systems. **(A)**
5. Knowledge of the Charity SORP framework. **(A)**
6. Awareness of relevant legislation impacting statutory financial returns. **(A)**
7. Understanding the financial landscape of higher education institutions. **(A)**
8. Excellent leadership and line management skills. **(A,I)**
9. Excellent financial analysis and problem-solving skills. **(A,I)**
10. High level of proficiency with spreadsheets and accounting systems. **(A,I)**
11. Strong report writing skills, including presenting financial information to non-finance stakeholders. **(A,I)**
12. Excellent organisational and time-management skills with the ability to meet strict deadlines. **(A,I)**
13. Ability to produce accurate, high-quality financial information with attention to detail.
14. Confidence presenting at committee or Board level. **(A,I)**
15. Strong interpersonal skills, with the ability to work collaboratively across teams and influence stakeholders. **(A,I)**
16. Ability to manage multiple priorities and respond effectively to changing demands. **(A,I)**
17. Ability to identify opportunities for process improvement and lead implementation of new approaches. **(A,I)**

Personal Attributes:

1. Professional, proactive, and accountable approach to work.
2. Strong commitment to accuracy, integrity, and confidentiality in financial reporting.
3. Ability to lead a multi disciplinary financial accounts team.
4. Willingness to support, train and develop colleagues and contribute to the wider finance function.
5. Commitment to equality, diversity, and inclusive practice.

Other Relevant Information

1. 35 hours week
2. Some evening and weekend work required by negotiation



Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £50,860 - £68,990 per annum including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on fixed term basis.

Hours of Work

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave,



sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One or two months by either party after satisfactory completion of probationary period, this is dependent upon the grade issued to the successful candidate.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.