



TRINITY COLLEGE UNIVERSITY of OXFORD

Founded in 1555, Trinity College is a member of the collegiate University of Oxford renowned globally for its academic excellence. The College is situated in the heart of Oxford and is easily recognisable by its blue gates, iconic buildings and beautiful gardens. Our community of between 150-200 permanent staff members, over 300 undergraduates and 150 graduates is exceptionally friendly; we welcome everyone and are committed to giving students and staff from all backgrounds the chance to succeed.

Job Description

Job Title: Assistant Accountant - Management Accountant

Job Contribution:

The post holder will assist with the administration of all accounting affairs relating to the College and its subsidiaries. This is an important role within the small finance team at the College. The post holder is the main contact for all the various budget holders of the College.

Reporting to: The College Accountant

Main duties and responsibilities:

Provision of a monthly comprehensive management accounts report including:

1. Monthly detailed and summarised management reports on departmental budgets
2. Consolidated balance sheet
3. Produce a monthly commentary to provide an analysis of variances. (Working with the College Accountant).
4. Reforecasting income and expenditure where significant variances have occurred.
5. Respond to queries from budget holders relating to available funds for activities

Subsidiary Accounts and other companies

Produce costings, monthly accounts, quarterly recharges and annual statutory accounts for audit for Trinity College Oxford Limited. The company is a vehicle for the commercial work that is carried out using college facilities. Monitoring bed and breakfast charges to ensure letting agent has accounted to us for all fees relating to this activity.

Produce monthly recharges, monthly accounts, VAT returns, CIS returns and annual statutory accounts for audit for Trinity College Developments Limited. The company is a vehicle for capital expenditure on specific building projects.

Accounts Software and System maintenance

Work with the software provider to resolve problems specific to the role

Monthly reconciliations and postings for key accounts including:

1. Receive Raisers edge report from the Development Office and post into the financial ledgers. Check for amendments to prior periods and ensure that these are dealt with including the correct recording of gift aid and claim. Account to Bank Account reconciliation produced by Development Office.
2. Reconciliation of all College Bank Accounts monthly including Computus, Trinity College Oxford Limited, Endowment Account – statements to nominal ledger. Monitor US \$ and Euro accounts.
3. Monthly journals and calculations for all corrections, Investec postings, and charges, accruals, depreciation and other asset entries and prepayments

Sales Invoicing and credit control

Liaising with our land agents, Laws & Fiennes to carry out invoicing at the correct rate for the Wroxton Estates including church, football club, residential property and farm. Receive monies from the agent for land and buildings that they invoice directly for. With these responsibilities there are the usual associated credit control requirements.

Liaising with the Conference Administrator to ensure that Sales invoices are raised for both Trinity College Oxford Limited and for Trinity College for summer schools etc. Associated credit control.

Balance sheet reconciliation

Responsible for the reconciliation of key balance sheet areas such as:

1. Fixed assets
2. Suspense and recharge accounts
3. Intercompany account reconciliations, payments and transfers

Ensuring the other balance sheet areas are reconciled in a timely manner to ensure accurate information is included within the management accounts.

Budget Production and Ad hoc Reporting

Assist the College Accountant in the production of the College's annual budget.

Statutory Accounts and Financial Year End

Produce a timetable and manage workflows to that timetable.

Produce schedules for allocated balance sheet areas

Work with budget holders on year end accounting issues including accruals, deferrals and prepayments.

Prepare financial information ahead of the audit to ensure a smooth process is undertaken

Assist the College Accountant with statutory accounts for the College and its subsidiaries

Statistical information>Returns

Monthly and quarterly VAT returns

Complete the required returns for the Central Statistical Office and the Oxford Conference of Colleges.

Other

- As a member of the Bursary team, participate fully in responding to student and senior member enquiries
- As a term of your employment you will, from time to time, be required to complete other duties and/or work additional hours in order to complete specific tasks such as end of year reporting. During leave or illness absences you may also be required to deputise for other members of staff.

Qualities and Experience:

Full Professional Accounting Qualification preferable or nearing completion of qualification (essential)

All Essential:

Working knowledge of MS Office applications and experience of accounts systems

Good self-organisation and time-management skills.

Ability to work accurately under pressure

Knowledge of VAT and experience of working in a partial exemption environment

Excellent communication and inter-personal skills

Strong administrative and organisational skills

Solutions focused self-starter

Package offered:

Salary: £40,000 per annum

Working hours: 37.5 hours per week excluding 1 hour for lunch

Lunch: provided FOC when kitchens are open

Pension provider: OSPS