

# **BORDERS COLLEGE**

## **JOB DESCRIPTION**

### **ACCOUNTANT – SHORT – TERM CONTRACT**

**Salary:** £50-£55k per annum pro-rata

**Hours per week:** 28-35 hours

**Period of contract:** End of July to mid-December

**Working arrangements:** Remote - may have the occasional requirement to be on site

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Preparation of financial statements and external audit**

- Prepare the annual accounts for the College and subsidiaries, ensuring compliance with the Government Financial Reporting Manual, Scottish Public Finance Manual, the Further and Higher Education SORP, other relevant financial reporting standards and the Accounts Direction issued by SFC, and prepare appropriate working papers for the annual external audit.
- Ensure that working papers are in place to support all the figures in the financial statements and that they comply with accounting requirements, are of a high standard and are appropriately referenced.
- Act as the main point of contact for the external auditors and respond to their questions in a timely manner, ensuring accuracy and liaising with colleagues in Borders College and attending meetings as appropriate to ensure complete information.
- Handover to colleagues in Borders College once the audit has been finalised to ensure understanding and continuity.

#### **Implement improvements in the Finance Team**

- The focus will be on preparing the financial statements and responding to external audit enquiries. However, if there is capacity the role will be required to work on improvements to make Finance team systems, processes and procedures more efficient and effective.
- Examples of projects include cashless campus and streamlining the purchase order process from a systems perspective.

**Any other appropriate duties that are required to be completed in the Finance Team**

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### PERSON SPECIFICATION

#### Qualifications

Member of CCAB or appropriate accounting body (SCQF level 11) or significant experience in the duties required in the role	Essential
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#### Knowledge

Current knowledge of financial reporting standards	Essential
Understanding of public sector / government accounting and regulatory frameworks	Essential
Understanding of financial standards and regulations required to prepare statutory financial statements	Essential
Knowledge of Further Education finance in Scotland	Desirable

#### Experience

Experience of financial management in a large, multi-functional organisation	Essential
Significant demonstrable post-qualification experience	Essential
Experience of financial reporting and statutory accounts production	Essential
Experience of being the main contact point for auditors during external audits with the ability to respond promptly and well to any queries	Essential
Experience of delivering improvements to finance systems, processes and procedures	Essential
Experience of Further Education Colleges	Desirable
Use of the SUN Finance system and QandA reporting tool	Desirable

#### Skills/ personal qualities

Excellent communication skills – written and verbal	Essential
Ability to produce statutory financial statements with minimal supervision	Essential
Team player	Essential
Self-motivated individual	Essential
Solutions focussed mind set	Essential
Resilient	Essential