

**Job Description for the Post of
Finance Assistant (Taxation) (Ref: FN09/4)**

1. **General Details**

Job Title: Finance Assistant (Taxation)
Location: Financial Services
Normal workbase: Stafford Campus
Tenure: Permanent
Salary: Grade 5 currently £21,565 - £25,001 per annum

2. **Job Purpose**

To prepare and file all University and subsidiary corporation tax and VAT returns. To keep abreast of tax and VAT legislation and Charities Act changes.

3. **Relationships**

Responsible to: Deputy Finance Director via the Financial Accountant

4. **Main Activities**

- Preparation of quarterly VAT returns for the University and subsidiaries.
- Liaise with tax advisors to develop annual tax planning cycle.
- To advise Faculties and Services of VAT and tax implications of any contracts or new activity.
- To prepare annual corporation tax returns for University and subsidiary.
- To support Personnel and Payroll in any PAYE audits or issues.
- Work with HMRC to discuss any complex University VAT issues.
- Maintain and develop the University's partial exemption methodology.
- Attend regular updates and maintain knowledge about VAT, tax and PAYE legislation and prepare a quarterly briefing to the Finance Director and Deputy Finance Director.
- Prepare and evaluate potential tax planning opportunities.
- Processing of insurance claims and travel documents
- Cover for accounting activities of Staffordshire University Enterprises Limited
- Assistance with bank reconciliations when required.
- Assistance with investment of surplus funds when required.
- Any other duties as may reasonably be required by the Deputy Finance Director.

5. **Person Sought**

Essential Criteria:

- Good standard of education achievement in at least 4 GCSEs or equivalent including Maths and English
- Currently studying for or be prepared to study for an appropriate financial qualification
- Proven experience in a large organisation working with sophisticated computerised accounting systems
- Demonstrable evidence in core financial disciplines
- Proven application of financial accounting techniques
- Proven application of VAT accounting and completion of VAT returns
- Proven application of Corporation Tax accounting and completion of Corporation Tax returns
- Sound understanding of financial accounting requirements
- Self directed
- High level of skill in the use of Microsoft Office applications, particularly spreadsheets
- High level of accuracy
- Strong analytical skills

- Time management skills with the ability to meet strict deadlines
- Organised and methodical
- Excellent interpersonal skills
- Excellent presentation skills
- Excellent communication skills
- Ability to deal with staff at all levels
- Flexible
- Tenacity/inquisivity
- Confident/initiative
- Commitment to the University's mission and delivery of the University Plan
- Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable Criteria:

- Educated to HND or equivalent in a business discipline
- Understanding of money market operations

6. Special Conditions

This is a permanent, full time post working 37 hours per week.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

March 2010

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy. Please note that CVs will only be accepted in support of a fully completed application form.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP. If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 31 MARCH 2010

Interviews for this post will be held on 28 April 2010.

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'. Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us



General Terms and Conditions of Service for Staff

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post:-

Grade	Number of Days Worked per Week *		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.