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| Job Description |  |

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| Job Title | Assistant Accountant |
| **Department** | Finance |
| **Responsible To** | Finance Manager |
| **Responsible For** | N/A |
| **Grade** | Five |
| **Location** | Executive Office, UHI House, Inverness |
| Job Objective |
| To support the university’s Finance Department by delivering accurate, timely, and compliant financial information across both Management and Financial Accounts functions. This role aims to enhance operational efficiency and strategic insight by processing core financial transactions, reconciling academic time allocation data, and assisting in the consolidation of key institutional financial data to assist robust financial management. The Assistant Accountant will contribute to the university’s financial integrity and decision-making by ensuring robust financial controls and collaborative support across teams. |
| Key Duties & Responsibilities |
| **Management Accounts*** Assist in the preparation of monthly management accounts, including variance analysis and commentary.
* Support budget holders with financial queries and provide timely, accurate reporting.
* Contribute to the annual budgeting and quarterly forecasting processes.
* Assist in tracking expenditure against project budgets.
* Maintain and update financial models and cost centre reports.
* Assist in the development of financial dashboards and performance metrics.
* Consolidate and reconcile monthly TAS submissions from academic staff across departments.

**Financial Accounts*** Support the preparation of year-end statutory accounts and audit schedules.
* Support the Senior Financial Accountant in consolidating annual returns from Academic Partners.
* Assist with data preparation and validation for submissions such as HESA and HE Fee returns.
* Assist with balance sheet reconciliations and ensure compliance with financial controls.
* Process journals, accruals, and prepayments in line with accounting standards.
* Help maintain the fixed asset register and support capital accounting processes.
* Contribute to VAT returns and other regulatory submissions.
* Assist in the processing of Accounts Payable (AP) and Accounts Receivable (AR) invoices, ensuring accuracy and timely resolution of queries.

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| **Financial Controls and Process Improvement*** Assist in the continuous improvement of financial systems, processes, and controls.
* Contribute to the development and documentation of financial procedures and policies.

**Professional Development & Compliance*** Participate in the university’s performance and development review procedure.
* Take due care of yourself and others concerning health and safety.
* Attend training courses as identified by your line manager.

**Other Responsibilities*** Carry out other duties, temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.
* Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
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| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is UHI’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement UHI reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.Date: August 2025 |