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| Job Description |  |

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| Job Title | Financial Accountant – Fixed term (3 months) |
| **Department** | Finance |
| **Responsible To** | Finance Manager |
| **Responsible For** | N/A |
| **Grade** | Six |
| **Location** | Executive Office, UHI House, Inverness |
| Job Objective |
| To support the accurate and timely completion of the University’s annual statutory accounts. This role is primarily responsible for assisting in the preparation and delivery of the annual financial statements, ensuring compliance with relevant accounting standards (FRS 102). |
| Key Duties & Responsibilities |
| **Statutory Financial Reporting*** Assist in the preparation of the University’s annual financial statements in accordance with FRS 102 and the Statement of Recommended Practice: Accounting for Further and Higher Education (SORP).
* Prepare supporting schedules, audit working papers, and documentation for external audit.
* Liaise with external auditors during the year-end audit process, responding to queries and providing required evidence promptly.

**Statutory Returns*** Contribute to the completion of the HESA Finance Return, ensuring data accuracy, consistency, and compliance with HESA guidance.
* Support the production of the annual TRAC return, including cost attribution analysis and reconciliation to statutory accounts.
* Collaborate with academic and professional services departments to source accurate information for TRAC and HESA submissions.

**Balance Sheet Reconciliations*** Maintain and reconcile a range of control accounts, with a primary focus on the fixed asset register and capital grants
* Ensure all reconciliations are completed in a timely manner, fully documented, and supported by appropriate evidence.
* Identify, investigate, and resolve discrepancies across accounts, implementing corrective actions as needed.

**Fixed Asset Accounting*** Maintain the fixed asset register, ensuring all additions, disposals, transfers, and depreciation are correctly recorded.
* Monitor capital activity and liaise with relevant departments to record costs, activation dates, and asset classification.

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| * Ensure compliance with capitalisation policies and alignment with financial reporting standards.

**Financial Controls and Process Improvement*** Support the continuous improvement of financial systems, processes, and controls related to financial reporting and fixed asset management.
* 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 |