



Reporting Accountant

Faculty / Department:	Finance	Grade:	Grade: G £44,131 to £51,182
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Head of Financial Planning & Analysis	Responsible for:	Senior Finance Officer (Corporate)

Job Purpose

Be responsible for the production of the statutory returns of the University such as TRAC and AFR.

Main Activities and Responsibilities

1. Responsible for the production of the Annual Financial Return (AFR), ensuring compliance regulation and all deadlines are met.
2. Responsible for the production of the TRAC, ensuring compliance with regulation and all deadlines are met.
3. Provide the University Executive Team and relevant University Committees with supporting analysis for external returns and ensure both returns are appropriately approved.
4. Identify and drive opportunities to automate TRAC and AFR returns where possible and improve the overall efficiency and effectiveness of relevant processes.
5. Maintain up-to-date knowledge of TRAC and AFR technical guidance.
6. Schedule TROG (TRAC Oversight Group) meetings, providing agenda and papers to ensure TRAC is appropriately reviewed and approved
7. Ownership of balance sheet forecasting and reporting, integrating it with the budgeting process and monthly management accounts.
8. Ownership of cash flow forecasting and reporting, integrating it with the budgeting process and monthly management accounts.
9. Maintain and refine the University's tuition fee income forecasting model.
10. Update and maintain system hierarchies to optimise internal and external reporting.
11. Responsible for producing quarterly reconciliations between actual and forecast tuition fee income and grant funding.
12. Work with appropriate task & finish groups to optimise reporting to benefit outcomes.
13. Build and maintain strong working relationships with key stakeholders.
14. Proactively identify areas of improvement and work with others to implement positive change.
15. Deputise for the Head of Financial Planning & Analysis when required.



Person Specification	
Essential Criteria	Application Form / Support Statement / Interview
1. Degree or equivalent in a numerate subject	Application Form / Support Statement / Interview
2. Fully qualified accountant with a professional qualification recognised by the Consultative Committee of Accountancy Bodies (CCAB) or the Chartered Institute of Management Accountants (CIMA)	Application Form / Support Statement / Interview
3. Detailed specialist knowledge of TRAC methodology and TRAC and HESA returns	Application Form / Support Statement / Interview
Desirable Criteria	
4. Excellent verbal and written communication skills including report writing and presentation skills. Ability to communicate detailed financial information clearly and present this straightforwardly to non-financial specialists.	Application Form / Support Statement / Interview
5. Excellent IT skills including advanced Excel skills and knowledge of finance / accounting systems such as Oracle and other corporate information systems.	Application Form / Support Statement / Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.