



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title: Financial Accountant**

**Department/Division: Finance Division**

**Accountable to: Group Financial Accountant**

### **Job Summary:**

Reporting to the Group Financial Accountant, the postholder is responsible for effective and efficient financial accounting and reporting, implementing & reviewing financial controls, reconciling and managing the School's balance sheet items, supporting the School's treasury management and compliance with its treasury management policy, cashflow monitoring and forecasting, reporting on the School's subsidiaries financial performance and supervising a team of up to 3 staff.

### **Duties and Responsibilities**

#### **Financial Accounting, Reporting and Treasury (80%)**

- Assist in the preparation of the consolidated annual financial statements, including preparing and reviewing information provided by other departments/divisions
- Provide financial and accounting services to subsidiary and associated companies; primarily the preparation and/or review of monthly management packs, preparation of annual financial statements and annual budgets to be sent to internal/external senior management
- Assist in the annual financial audit process for the School and subsidiaries by preparing and/or reviewing documentation requested as part of the audit deliverables or audit queries
- Account for and reconcile the School's investment portfolios and/or its fixed assets on a monthly basis
- Prepare and/or review monthly reconciliations of balance sheet items and action any correction journals as required to address reconciling items where required
- Undertake accounting and reconciliations of the School's endowments (both on the School's accounting general ledger and its fund software- FunDriver). Prepare ad-hoc analysis on individual endowment fund performance to ensure sufficient funding for expenditure and partner with the Financial Planning and Analysis team to advise stakeholders
- Assist in the preparation and/or review of regulatory returns such as the OFS annual financial return, annual TRAC return, annual & monthly ONS business survey returns
- Prepare and/or review systems reconciliations on a monthly basis to ensure other financial systems/programs are interfacing and posting correctly to the School's accounting system
- Support external financial reporting including the preparation of US GAAP financial statements
- Prepare various deliverables to support both internal and external financial reporting needs, including analytic commentary and financial analysis for senior management, School Committees and stakeholders
- To assist in the continuous improvement of the School's Treasury Management function, including implementation, management and compliance with its treasury management policy.
- To support the Group Financial Accountant and Head of Financial Reporting & Compliance in managing the Group's liquidity & working capital, treasury and working capital portfolio related reporting to internal & external Committees and managing day to day banking relationships.



- Undertake financial review/analysis on an ad-hoc basis and lead the process of resolving any reconciling items that require correction
- Write policy or explanation papers to various School's committees including Finance Committee, TRAC Oversight Group, Investments Sub-Committee and Audit Committee
- Ensure effective internal controls are in place and ensure compliance with applicable regulatory requirements
- Drive continuous improvement of effectiveness and efficiency in financial reporting

#### **Other (20%)**

- Supervise up to 3 staff and develop their skill sets to deliver services required by the School
- Promote a constructive culture of financial control and good financial practice among all staff
- Develop a strong network of professional relationships throughout the School, in particular with key stakeholders
- Conduct ad-hoc financial analysis/investigations assigned by the Chief Financial Officer, Head of Financial Reporting & Compliance or Group Financial Accountant
- Contribute to various financial policy and procedure decisions
- Proactively manage and communicate weakness or issues in financial controls with stakeholders and senior management, and look to address any failures in a timely manner
- Review and approve School payment runs and refund requests on an ad-hoc basis
- Communicate the School's Financial Regulations and Policies including providing training to all staff
- Ensure resilience of financial controls and processes
- Deliver first class operational and strategic financial services to the School

#### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

#### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

#### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

#### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.