



Financial Accountant

At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that.

We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students.

Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job description

Position details

Job title:

Financial Accountant

Grade:

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Department:

Finance

Line Manager Job Title:

Head of Financial
Systems

Job purpose

To manage and develop the University's core systems for income and debtor management to meet the needs of the University.

Working with a range of stakeholders to develop and enhance non-student financial systems – Starrez, Systopia & Fidelo.

Oversight of the debtors and income reporting in both the management and statutory accounts including key reconciliations. Managing essential financial processes, ensuring compliance, and driving operational excellence.

Seeking to continually improve the timeliness and accuracy of student debtor information to aid recovery by the credit control team.

As required, provide support by covering the Management Accountant's role, handling Accounts Payable (AP) inputs and queries, assisting with credit control related to student registration and inquiries, and supporting the payment run process.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



Main responsibilities

1	Support the Head of Financial Services (HFS) with month-end analysis tasks. Responsible for managing all finance data between SAM (SITs) and SUN, ensuring the SAM fee matrix and other financial system data are complete and accurate.
2	Lead on SAM system maintenance and development working on conjunction with the HFS, BIDT and external contractors to enhance the functionality and efficiency of the system.
3	Lead on month end income release and variance analysis liaising with the HFS and FPA team. Leading the preparation and posting of tuition income releases which exceed £50 million per annum. Assist the Head of Group accounting in preparing year end income and debtor schedules for internal and external audit – a high risk area under auditing standards.
4	Responsible for ensuring that student accounts are accurate and up-to-date. Analysing and resolving discrepancies in a timely way to ensure minimisation of bad debt risk and any loss of goodwill through invoicing errors.
5	Responsible for administering a framework (Masterfile) to ensure that scholarship and bursaries are well understood by Finance and other stakeholders. Oversight of the accuracy of applying these discounts and tracking the forecast costs for the approved awards.
6	Oversight of the reconciliation between the student records system (SITs) and the accounting system (SAM) is completed on a timely basis and accurate within pre-agreed tolerance levels which meet the external auditors' (internal and external) requirements as a critical part of the finance internal control framework.
7	Analysing the debit and credit balances on the students' accounts and resolving them based on the Universities policies, processes and procedures.
8	Enhance the efficiency and effectiveness of debtor collection, providing monthly reports on the balance sheet, including the size and aging of outstanding amounts.
9	Managing the financial aspects of the University accommodation (Starrez) and English Language Students Records systems including reconciliation of income and the debtors' control accounts. Manage finance data across multiple systems (SAM, Fidelo, StarRez, Systopia, SUN) while ensuring compliance with accounting standards and the university's financial procedures manual.
10	Supporting the HFS with enhancements to systems such as RCP, StarRez, Rendezvous, Systopia and other EPOS and revenue collection platforms such as Flywire.
11	Covering the Management Accountant's and Financial Accountant – Purchase Ledger's responsibilities including journal postings for intercompany transactions, IT recharges, exchange differences, and TravelPerk entries.

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| 12 | Assisting HFS in ensuring that the University is compliant with all aspects of payment card industry data security legislation (PCIDSS), analysing suspicious payments, troubleshooting suspected fraudulent payments and referring to HFS/CFO as appropriate. |
| 13 | Collaborative Provision - Manage and post intercompany journal entries with a strong emphasis on accuracy and accountability to ensure precise financial records. Work closely with intra-company partner institutions, troubleshooting queries and resolving discrepancies. Partnerships revenue now exceeding £5m per annum. |
| 14 | Ad-hoc tasks including but not limited to writing off debit and credit balances, preparing aged debtors report, trouble shooting any invoicing issues. |
| 15 | Actively seek to implement the University's health and safety policy, and give due regard to the health and safety of themselves and others when carrying out duties. |
| 16 | Actively seek to implement the University's equal opportunities policy and promote equality of opportunity in relation to the duties of the post. |
| 17 | To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post. |

Person specification

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
Qualifications & training		
At least part-qualified Accountant	E	
Experience		
Experience of working in an accounts department	E	
Experience of working on SUN accounting system or equivalent	E	
Experience of working on SITs student records system or equivalent	E	
Experience of systems development	E	
Knowledge, skills & competencies		
Strong Excel skills	E	
Excellent communication skills both verbal and written.	E	
Produces high quality and accurate work that they routinely sense check. Sets, works to and maintains high operational standards and is detail focused.	E	
Knowledge of intra-company accounting including journal preparation and reconciliations	E	
General attributes & personal qualities		
Customer focused – anticipates the requirements of the customer (whether they be internal or external) and meets those needs in a timely manner.	E	
Manages routine processes and procedures effectively, is highly organized, prioritizes tasks and meets deadlines.	E	
Manages confidential information with appropriate discretion and can be trusted to do so.	E	
Shows initiative, manages own workload effectively, delivers against own commitments and follows through on tasks to completion in a timely manner.	E	
Works collaboratively and has a 'can do' mentality.	E	
Manages competing and conflicting priorities effectively, is calm under pressure and reprioritizes own work to remain on course.	E	