Further particulars
Senior Project Accountant (Ref:455)
Full time, 35 hours per week
Grade 7, £32,658 - £43,214

About IDS
IDS is a leading global charity for research, teaching and information on international development. Our vision is a world in which poverty does not exist, social justice prevails and economic growth is focused on improving human wellbeing. We believe that research knowledge can drive the change that must happen in order for this vision to be realised.

Founded in 1966, IDS enjoys an international reputation based on the quality of our work and our commitment to applying academic skills to real-world challenges. Our theory of change is at the heart of what we do. We think that knowledge should be generated by sound methodology and in partnership with other development and non-development actors.

IDS hosts five dynamic research teams, nine popular postgraduate courses, and a family of world-class knowledge services. These three spheres are integrated in a unique combination – as a development knowledge hub, IDS is connected into and is a convenor of networks throughout the world.

The Institute is home to approximately 100 researchers, 70 knowledge services staff, 65 professional staff and about 200 students at any one time. But the IDS community extends far beyond, encompassing an extensive network of over 250 partners, 1500 alumni and hundreds of former staff across the development community worldwide.
The Senior Project Accountant role sits within the Finance Department which forms part of the Operations Team supporting work accross the Institute.

Operations Team

The Operations Team is led by the Director of Strategic Operations and comprises the following individual Teams:

The Finance Team is led by the Head of Finance who is supported by the Financial Accountant and the Senior Project Accountant. The work of the department is organised into two main sections: - Financial Accounting and Project Accounting.

The Financial Accounts section is supervised by the Financial Accountant with two Finance Assistants as direct reports. The section is primarily responsible for sales and purchase ledgers, payments and treasury management, the application of policies and procedures and the provision of statutory accounts information. In addition the Financial Accountant has additional responsibilities for VAT, reconciliations, support area management accounts and components of the annual budget.

The Project Accounting section is supervised by the Senior Project Accountant vacant post. The seven Project Accounting staff act as the main day-to-day interface with the Research, Knowledge Services and Teaching areas in respect of budget preparation and project proposals, donor reporting and internal management reporting of projects. The priorities for the Senior Project Accountant in the coming year include the roll-out of the contracts database and implementation of a new time posting system – both of these will use Customer Relationship Management (CRM) technology .The focus will also include continuing with the change management of the project related area of work including a

review of the processes and procedures involved in project administration and a subsequent review of roles and responsibilities within the department following that review.

The Human Resources team is managed by the Head of Human Resources .The HR team is a team of responsible for policy and strategic development; offering advice and guidance to managers and staff to ensure all HR matters are dealt with appropriately. The team also have responsibility for learning and development.

Computer & Technical Services (CATS) is led by the Head of CATS providing IT desktop and infrastructure support to Institute members through a staff of four. This includes hardware and software support, a Helpdesk service, and networking and server services.

The Facilities team is made up of 14 members of staff. The Head of Facilities heads up the team, directly managing the Hospitality Officer and the office based staff, including the Senior Facilities Assistant. The Hospitality Officer has a team of staff who run the restaurant, bar and accommodation facilities. The Senior Facilities Assistant is in day to day charge of staff that runs the Reception/Switchboard, photocopying, post, stationery, building security (day and night), health & safety, porter facilities and building maintenance and development services.

The British Library for Development Studies (BLDS) led by the Head of BLDS is the largest economic and social development studies library in Europe, with a unique collection of research materials published in developing countries. The library plays two roles – a 'local' role supporting IDS Teaching and Research programmes, in particular IDS MA and PhD development students, and a 'global' role supporting development researchers, librarians and practitioners in developing countries through a range of externally funded projects.

Job Description - Overall purpose of the role:

Job Title:	**Senior Project Accountant**
Reporting to:	**Head of Finance**
Responsible For:	**Project Accounting Section**

Background

The work involves the leadership and effective management of the Project accounting function within the Finance Department reporting directly to the Head of Finance. This project funded work consists of a significantly high volume of transactions not apparent in the relatively modest turnover of the organisation (£19m in year to March 2010). Funding is secured from many funding sources including ESRC, DFID, EU, Gates Foundation and the post-holder will need to become familiar with complex reporting and accounting requirements of these various Funders. There is no core funding so overhead recovery and cost control is vital to the organisation.

The Project reporting and support is provided both within the Finance Department by the Project accounting section and across IDS by project administrators based within specific research Teams. The post holder will need to ensure this combined support is both fit for purpose given increased donor reporting and accountability and the optimum use of internal resource, and therefore needs to work closely with non-financially qualified colleagues to ensure a coherent service that is fit for purpose.

The post holder will be centrally involved in several major change projects in the next period and will need to offer inspirational and effective leadership as well as project management skills. Projects using new Customer Relationship Management (CRM) systems for contracts management and time posting will be rolled out in the current year and the successful candidate will need to be capable of managing a change process and have experience of systems implementations and a proven track record in reducing, refining and standardising work flow processes. In addition a review of the Project accounting function alongside a planned project

administration review to ensure overall project accounting support across IDS is fit for purpose is to be undertaken. These projects arise in the context of an emerging overall financial strategy for the Institute and the post holder will be expected to contribute to the development and delivery of that strategy

The post holder will be required to add value to the organisation via the change process

Purpose

To manage an effective and professional Project Accounting function within the Institute including exceptional management of the Project Accounts function in order to fulfil internal and external reporting and budgeting requirements; to contribute to business-critical change management across the Institute and to contribute to the development and implementation of the Institute's overall financial strategy

Main Responsibilities:

- To have responsibility for year end analysis and consolidation of all project income and expenditure into restricted and unrestricted funding streams.
- To have overall responsibility for the timely posting of all month, quarter and year end entries across all Research areas, ensuring that management information is up to date at all times and that accurate year end accounts can be produced.
- Produce annual and quarterly consolidated Research budgets to feed into the IDS budget and planning cycle by working with relevant managers and colleagues, the Head of Finance and the Financial Accountant. Produce sensitivity analysis as and when required on time posting, contribution etc.
- In conjunction with Project Managers to devise effective systems to enable budget production and forecasts in the format required by donors, taking their needs into account and to maintain and update budgets and forecasts on the accounting system, ensuring that accurate and up-to-date information is held on the database.
- To streamline and review systems and procedures wherever necessary, identifying areas for new initiatives; manage future systems development and implementation using the CRM platform
- Responsible for the direction, leadership and support of the projects team including direct line management of the project accountants to ensure the function is effective and fit for purpose.
- To ensure that all Financial records are kept in compliance with the legal requirements of both the Institute and donors
- To oversee the day to day control of the projects system by ensuring a complete audit trail of relevant documentation from instigation to completion of the programme.

Other duties

- Contribute to the further development and delivery of the Institute's overall financial strategy
- Deputise for the Head of Finance (alongside the Financial Accountant) as and when required

- Represent the Institute externally in relevant areas
- Any other duties as might be required, commensurate with the role and grading.

PERSON SPECIFICATION

Requirement	Essential	Desirable
Education and Qualifications	• Accountancy qualification (ACCA or CIMA qualified)	
Knowledge	• Detailed knowledge of accounting and financial reporting systems • Demonstrable understanding of organisational financial strategy – development and/or delivery	• Knowledge of funding agency contracting and reporting requirements (e.g. DFID, EU) • Awareness of VAT rules affecting different organisations including reverse charge VAT .
Skills	• Excellent level of numeracy • Experience of change management • The ability to work autonomously with a high level of initiative • Good problem solving skills, applying financial principles to different situations • Outstanding team and staff management skills • Outstanding interpersonal skills • Competent user of Microsoft office products - advanced knowledge of Excel • Diplomacy and assertiveness skills • Excellent written, verbal and presentation skills • Good organisational and time management skills; including the ability to manage complex workloads	• Experience of using the CRM platform
Experience	• preparing complex statutory year end accounts • Budget preparation and variance analysis • analysing financial information and interpreting it for non-financial audience • Staff management, supervision and motivation • Systems/process review and implementation	• Experience within a similar area (Charity, HE, research or Teaching organisation • Understanding of research grant or project funding including restricted and unrestricted funding streams and complex Funding rules e.g. ESRC, EU • Experience of working with partners or customers overseas or in an international business environment
Attributes	• Ability to confidently present financial information to senior management other staff and Trustees • Able to prioritise effectively, work under pressure and manage own and Team workload in order to meet Institute and financial deadlines, • Able to be pro-active and to use initiative at all times. • Willing to work flexible hours to suit peak times in the financial calendar. • Ability to manage work of a team	

	effectively and flexibly • Ability to build and maintain relationships with a wide range of people from diverse cultural backgrounds • Ability to influence and persuade; through appropriate use of consultation and negotiation, including to make good judgements even where challenged • High level of integrity, tact and consistency • Ability to be innovative and think creatively in order to solve problems	

Senior Project Accountant (Ref: 455)

Information to Candidates

Closing date: Friday 8 July 2011 at 12 midday UK time

Interview date: Wednesday 20 July 2011

The following information is intended as a useful guide to applicants considering joining the Institute. Full details are supplied with an offer of appointment.

MEDICAL

As part of the Institute's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to ensure we fulfil our responsibilities under the Health and Safety at Work Act 1974 and ensure that the proposed employment does not present any risks from a medical point of view.

Further details about this will be sent to you following the initial interview.

REFERENCES

An offer of employment will be subject to the receipt of satisfactory references. We require two references, one of which must be from you present or most recent employer. The Institute reserves the right to contact your previous employer before an offer is made. Unless your permission is granted, your present employer will not be approached until after an offer of employment has been made.

PROBATIONARY PERIOD

The first 12 months of your employment with the Institute will be counted as a probationary period. During this time the Institute will make an assessment of your suitability for acceptance to a permanent position.

SALARY

Candidates will normally be offered a starting salary appropriate to their qualifications and experience within the range indicated in the advertisement (IDS Grade 7, £32,658 - £43,214 per annum,) dependant on experience.

Salaries are paid on the last working day of the month by credit transfer to a bank or building society account.

Any cost of living increases are normally awarded on 1st August.

Subject to satisfactory performance automatic incremental progression occurs on the 1st October, except if appointed between 1st April - 30th September inclusive and then the first increment will occur on 1st October the following calendar year, until the top of the grade is reached. Further details will be available on appointment and are contained in the Incremental Progression Policy.

PENSION

The post holder is eligible to join the Institute's USS pension scheme.

HOURS OF WORK

The normal working hours are 35 hours per week, (normal office hours are 9am – 5pm, with one hour for lunch).

HOLIDAYS

The annual leave entitlement is 24 days, (2 days for each complete month worked). The Institute's holiday year runs from 1st October to 30th September. In addition to the normal public holidays and 24 normal working days as annual leave (pro rata for part-time), the post-holder is eligible for up to 6 non-negotiable closure days.

NOTICE

During your probationary service the period of notice to terminate your employment is 1 month. Following successful completion of your probationary period, the notice period you are required to give the Institute becomes 3 months.

ANNUAL REVIEW

The Institute operates an annual appraisal system, further details available on appointment.

OTHER BENEFITS

Upon satisfactory completion of your probationary period, a number of benefits are available to the post holder including loans for a variety of purposes, including travel loans and bicycle loans, and support in the attainment of a relevant professional qualification in line with the Professional Development Policy, further details available on appointment.

The Institute offers a Child Care Voucher Scheme and a Childcare Fund.

Institute staff are eligible to use the University of Sussex gym and sporting facilities at staff rates.

LOCATION

The appointment is located at the Institute of Development Studies, University of Sussex, Brighton; employees are required to reside with 20 miles of the Institute's premises in the University of Sussex.

- **About Brighton and Hove**

  IDS is located on the University of Sussex campus, on the edge of the beautiful Sussex Downs and just 10 minutes from the lively south-coast city of Brighton and Hove. Just 50 miles south of London, Brighton and Hove is a popular destination for visitors seeking respite from the capital on its long promenade, its famous Pier and its pebbly beach. The intellectual life of the university is enhanced by Brighton and Hove's reputation as a city of culture—for example as host to one of Europe's largest annual arts festivals each May--and heritage.

APPLICATIONS ON OFFICIAL FORM ONLY TO (CVs are not accepted):

Human Resources
Institute of Development Studies
University of Sussex
Brighton BN1 9RE

Alternatively please email your application to hr@ids.ac.uk. We would recommend that electronic applications are sent 24 hours in advance of the deadline, to ensure there are no technical difficulties.

Please ensure that you quote the correct reference number

Owing to the large number of enquiries received and consequential processing/postage costs, regretfully, it is not possible to enter into further correspondence with all applicants. Therefore, if you do not receive any communication by the interview date, please assume that, on this occasion, your application has not been successful.

IDS values diversity and is committed to equal opportunities; applications are welcome from all suitably qualified candidates who meet the stated criteria.

Thank you for your interest in working with the Institute of Development Studies