

**Financial Accounting Co-ordinator Capital  
Grade 5  
Salary Range: £25,742 – £28,759 per annum**

**The University**

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other.

Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally. Whether you are at the very start, middle or end of your career, there is a role for you. We believe everyone has their own unique skills to offer.

We would be thrilled if you would consider joining our thriving University. Further information about the University can be found [here](#).

**The Role and the Department**

Capital accounting sits within the larger finance department reporting to the Senior Manager (Capital Management, Accounting & Reporting). The team has four members and is responsible for the accounting and reporting for the University's diverse asset portfolio with a cost value in excess of £1b. This is a business facing role involving working with non-finance colleagues in other parts of the University as well as the wider finance team. The finance department has recently moved to the most recent version of Oracle Fusion and it is planned that the fixed asset module will move to this platform by the summer.

- Perform capital accounting in accordance with University policy and procedure.
- Undertake asset verifications, noting anything which may question the valuation or useful economic life of the asset.
- Analyse capital expenditure as required for a variety of stakeholders.
- Analyse transactions by project in advance of capitalisation. Working with project managers to ensure costs are allocated to correct projects and closed down once completed.
- Answer queries and provide guidance on capital expenditure to stakeholders across the University.
- Maintain the fixed assets register, capitalising expenditure as appropriate and maintaining additions and disposals.
- Ensure depreciation is charged for all assets in line with University policy.
- To analyse capital expenditure to budget and investigate variances with project managers.
- To assist with the preparation of data for migration to the new Oracle Fusion
- To complete complex reconciliations of FA module to the general ledger
- To assist with cashflow analysis of capital expenditure and depreciation forecasts
- To assist with year-end audit with external auditors as required
- To assist with annual statistical returns
- To attend and contribute at relevant committees and Department meetings.
- Any other duties required in the context of capital expenditure.

**Working at Durham**

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University: you will also receive access to the following fantastic benefits:

- 27 Days annual leave per year in addition to 8 public holidays and 4 customary days per year – a total of 39 days per year. The University closes between Christmas and New Year.
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- Lots of support for health and wellbeing including discounted membership for our state-of-the-art sport and gym facilities and access to a 24-7 Employee Assistance Programme.

- On site nursery is available and access to holiday camps for children aged 5-16 throughout the year.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
- There is a genuine commitment to developing our colleagues professionally and personally. There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University. All staff have dedicated annual time to concentrate on their personal development opportunities.
- The opportunity to take part in staff volunteering activities to make a difference in the local community.
- Discounts are available via our benefits portal including; money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.
- We offer generous pension schemes.

### **Durham University is committed to equality, diversity and inclusion**

Our collective aim is to create an open and inclusive environment where everyone can reach their full potential and we believe our staff should reflect the diversity of the global community in which we work. As a University equality, diversity, and inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. We also live by our values and our Staff Code of Conduct. At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities. If you have taken time out of your career, and you feel it relevant, let us know about it in your application. If you are a candidate with a disability, we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to support the interview process wherever it is reasonable to do so and, where successful, reasonable adjustments will be made to support people within their role.

### **What you need to demonstrate when you apply/Person Specification**

When you apply it is important that you let us know what skills/experience you have from a similar role and/or what skills/experience you have which would make you right for this role. Further information about the role and responsibilities is at the end of this job description. Where a criteria has an asterisk\* next to it, it may be given additional weighting when your application is considered.

Your application should cover the following criteria:

#### **Essential Criteria**

##### **Qualifications/Experience**

1. Five GCSE's at least Grade C or level four (or equivalent) including English Language and Mathematics or a Post-16 qualification, preferably AAT or equivalent experience.
2. Experience of working in a busy office environment delivering front line administrative services to a high standard.
3. Experience of managing time to meet deadlines and working under pressure without compromising on quality.
4. Experience of providing advice and guidance to a range of customers and colleagues.
5. Experience of working in a capital role within a large organisation.

##### **Skills/Abilities/Knowledge**

6. Excellent spoken and written communication skills including the ability to develop effective working relationships, both internally and externally.
7. Strong digital competence across a range digital devices and apps including digital communication tools, Microsoft 365 applications, business systems, specifically Advanced Excel.

8. Ability to solve problems yourself and as part of a team and resolve issues, plan solutions and make pragmatic decisions.
9. Committed to continuing professional development.
10. Ability to participate in networks to share and discuss good practice and exchange information.
11. Ability to complete Complex Reconciliations.

**Desirable Criteria**

12. Working with Oracle Financials

**How to apply**

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. Where there are desirable criteria we would also urge you to provide any relevant evidence. Please don't forget to check if there is any weighted criteria (see above).

While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

**Submitting your application**

We prefer to receive applications online. We will update you about your application at various points during the process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to ensure you receive all emails

**What you are required to submit:**

1. A CV and;
2. A covering letter which examples how you meet each of the essential and desirable criteria listed.

**Contact details**

If you would like to have a chat or ask any questions about the role, Sharon Wilson would be happy to speak to you: [Sharon.Wilson@durham.ac.uk](mailto:Sharon.Wilson@durham.ac.uk).

**Typical Role Requirements**

- Maintain the fixed asset register (FAR)
- Maintain the WIP register.
- Analyse project costs
- Capitalise assets – move from WIP to FAR
- Meet with project managers.
- Site visits for asset verifications
- Reconcile WIP and FAR to the general ledger.
- Raise journals.
- Report on project spend against budget.
- Check depreciation.
- Cashflow and forecasting
- Assist with internal/external audit.

**Service Delivery**

- Show a commitment to equality, diversity and inclusion and the University's values.
- Ensure that relevant regulatory and professional standards for fixed asset accounting are being used within services being delivered by your team.
- Help to develop and implement policies and procedures relating to your service area.
- Respond to queries and provide information/advice, while raising more specialist or complex queries with more experienced team members.
- Use your experience and problem-solving skills to investigate and resolve issues relevant to your role such as identifying unreconciled items and make recommendations based on your findings.
- Continually review what is required from staff and others who you work with to make sure the best possible service is provided.

- Ensure that processes and business systems effectively support the services being delivered by the team.
- Monitor and analyse the use of equipment and resources to ensure efficiency and report your findings to senior colleagues.
- Ensure that data is accurate and provide reports and analysis of patterns and trends to senior colleagues.
- Capture and share information and data that needs to be shared with relevant networks and committees.
- Use digital media [e.g. SharePoint, Social Media] to update team members and colleagues and external contacts.
- Prepare reports for senior managers.

### **Planning and Organising**

- Plan and organise own workload to deliver the role.
- Organise and schedule assigned resources, activities and asset verifications.
- Monitor processes and activities to ensure team priorities are met.

### **Teamwork**

- Provide specialist support and advice to team members on fixed asset accounting.
- Explain and provide instruction to other team members on how to correctly record and manage data.
- Make changes to the services provided by your team in discussion with other team members.
- Identify opportunities and contribute to decisions on how to improve services being delivered by the team.
- Seek feedback from staff and anyone else that you come across as part of your role on their requirements from your service and recommend improvements to senior colleagues.

### **Communications/Liaison**

- Use your knowledge and expertise to provide advice and guidance to resolve problems and respond to a wide range of queries.
- Provide instruction and demonstrations to others within finance departments and colleges.
- Create good working relationships with other team members and anyone else that you come across as part of your role to work together on joint activities.
- Liaise with staff in other areas, professional organisations and agencies to ensure that services are being delivered in an efficient and collaborative way.
- Create good working relationships with internal and external partners and suppliers to work together on joint activities.
- Build relationships with contacts and contribute to internal and external networks to share good practice and exchange information.
- Liaise with external suppliers, contractors, audit, specialists and service providers to plan the delivery of services and events.
- Any other reasonable duties.

Please note that in submitting your application Durham University will be processing your data. We would ask you to consider the relevant University Privacy Statement [Privacy Notices - Durham University](#) which provides information on the collation, storing and use of data.

When appointing to this role the University must ensure that it meets any applicable immigration requirements, including salary thresholds which are applicable to some visas.