

SENIOR FINANCIAL ACCOUNTANT, TAX AND COMPLIANCE

Finance and Planning Division

ALC1579

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines and breaks new boundaries across its priority

research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists, including Professors Corinne Le Quere, Rachel Warren, Robert Nicholls and Timothy Osborn, have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Josh Cadwallader, Associate Director of Financial Accounting via j.cadwallader@uea.ac.uk

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive
Rates of Pay



30 Days
Holiday



14 Additional
Statutory and
Customary days



Contributory
Pension



Staff
Development



Sportspark
Discount



Research
Support



Health and
Wellbeing



Library



Campus
Facilities



Care Leave
Policies



Sainsbury
Centre for
Visual Arts



Ofsted
Outstanding
Nursery



And much
more!

Further information can be found on our [Staff Benefits page](#).

THE ROLE

The post holder will play a pivotal role in ensuring the University fulfils its accounting and tax compliance requirements.

With a focus on financial accounting and tax management, the postholder will:

- Work with the Associate Director of Financial Accounting in completing the University's financial statements and annual accountability returns to OfS.
- Take on a pivotal role on all taxation matters across the University, including regular reporting and compliance, with a particular focus on international projects and collaborations.
- Lead on internal audit compliance within the Finance and Planning division by supporting year-end audit processes, tracking and resolving audit recommendations, maintaining up-to-date and documented financial procedures, and playing a key role in managing risk assessment.
- Be responsible for managing the University's balance sheet reconciliation process to ensure that financial data reported to the Director of Finance is timely, accurate, and current.
- Work closely with other members of the Financial Accounting team, to foster a shared sense of purpose and develop integrated strategic objectives and working practices.
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KEY RESPONSIBILITIES

FINANCIAL ACCOUNTING

- Assist the Associate Director for Financial Accounting in the preparation of the University's annual financial statements and annual accountability returns to OfS, ensuring compliance with all relevant financial regulations and frameworks.

- Play a key role in the development and implementation of financial accounting policies and procedures, promoting consistency and compliance across the division, and supporting the creation and ongoing update of procedural manuals and training materials for staff.
- Manage the University's balance sheet reconciliation process, ensuring that staff across the division are completing reconciliations in a timely and accurate manner, in line with established procedures.
- The individual will be personally responsible for the reconciliation a variety of control accounts across the University, developing an excellent understanding of how the various systems feed into the general ledger.
- Working closely with the Finance Systems team to improving reporting and data extraction processes, ensuring data is aligned with financial reporting requirements.
- Responsible for accounting for the University's international partnerships and projects, including:
 - Management of the accounting records and processes.
 - Preparing budgetary and financial management reports for the Director of Finance.
 - Ensuring that all external accounting and tax filing obligations are met, including liaising with professional advisors as appropriate to fulfil this requirement.

INTERNAL AUDIT COMPLIANCE FOR FINANCE AND PLANNING

- Take responsibility for gathering, reconciling, and preparing data to support the Associate Director for Financial Accounting with year-end audit requirements. This will include liaising directly with external auditors to address questions and evidence internal financial practices.
- Ensure that management has acted upon prior audit recommendations and track the resolution of any issues raised during previous audits.

THE ROLE (CONTINUED)

- Take the lead on ensuring that all financial processes for the department are up to date, compliant with best audit practice, and documented.
- Produce and deliver training sessions to both financial and non-financial staff, ensuring widespread understanding and adherence to best practices for audit compliance across the University.
- Coordinating risk assessment and reporting for the division, ensuring departmental compliance to the University's wider risk management strategy.

TAX

- Support the preparation of the annual corporation tax return for the University and its subsidiaries, including:
 - Investigating all new and existing revenue streams across the University to correctly identify them from a corporation tax perspective.
 - Gathering data to support the University in maximising any available tax reliefs or exemptions.
- Support the Associate Director for Financial Accounting on international tax matters, including:
 - Advising on the tax implications of international transactions, projects, and collaborations to ensure that such joint ventures are structured efficiently from a tax perspective.
 - Assist with managing UEA's compliance with international tax regulations, including withholding taxes, transfer pricing, and double tax treaties.
 - Participate in relevant training, seminars, and conferences to develop knowledge and skills.

- Provide cover for the Income, Treasury and Tax Business Partner in the production of quarterly VAT returns, whilst offering advice on wide ranging VAT matters within the University, using outside specialist consultants where necessary.

MANAGEMENT

- Undertake line manager duties in the Financial Accounting team to meet the needs of the business, as required by the Director of Finance and Associate Director for Financial Accounting.
- Provide guidance, supervision, and mentorship to junior staff, supporting their professional growth by assisting with on-the-job responsibilities and supporting their progress toward completing external accountancy qualifications.

OTHER DUTIES

- Support the accounting function for the University's subsidiary entities, developing a clear understanding of the day-to day financial processes and year-end requirements.
- Deputise for others in the financial accounting team as necessary, including the Associate Director for Financial Accounting.
- Produce and deliver training sessions to both finance staff and non-finance staff at the University to improve understanding of internal controls, risk management, and financial compliance.
- Complete month-end financial reports for the Director of Finance to assist financial planning and any other ad-hoc project work requested by the Director.

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Professional qualification in Accountancy (CIMA, ACCA, ACA, CTA, CIPFA or equivalent) (E)
- Experience in financial accounting including statutory reporting (E)
- Proven significant experience of:
 - Working in a complex accounting environment (E)
 - Evidence of providing technical financial support to colleagues or external parties (E)
 - Leading, or advising, on business and employment tax matters on a domestic and ideally an international scale (D)
 - Leading and managing teams within a financial function (D)
- Experience of working within a large or regulated organisation (D)

SKILLS AND KNOWLEDGE

- Knowledge of good practice in financial accounting including keeping up to date with changes to financial standards and other relevant developments (E)
- Excellent IT skills (Accounting packages, Microsoft Office) (E)
- Good interpersonal skills, both written and verbal (E)
- Good presentation skills (E)
- Good investigative and analytical skill – able to gather, process and interpret data (E)
- Ability to work effectively under pressure (E)
- Knowledge of tax considerations in the context of charitable and higher-educational activities (D)

PERSONAL ATTRIBUTES

- Self-motivated to work independently without close supervision (E)
- Ability to use own initiative and resolve problems (E)
- Confidence to make appropriate decisions for the team (E)
- Willingness to learn new skills (E)
- Organised and methodical (E)
- Excellent team player with a willingness to step in and cover any resource needs within your team's area of responsibility (E)

SPECIAL CIRCUMSTANCES

- A flexible approach to work, with a willingness to undertake training and circulate learning in the workplace (E)
- Willingness to work extra hours at peak times (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

The post is available from 1 July 2025 on an indefinite full-time basis.

Salary will be £48,149 to £55,755 per annum on Grade 8 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff

is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **23 May 2025**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process. .

It is anticipated that presentations and interviews will take place on **10 June 2025** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

ABOUT THE DIVISION

The Finance and Planning Division, led by the Director of Finance, focusses its activity through 5 strands, Finance Business Partnering, Systems and Reporting, Financial Accounting, Procurement and Financial Services, and Planning. Each of these strands has adopted a Business Partnering approach to ensure effective and value adding support to the wider University while continuing to operate as custodians of the University's long-term sustainability.

The Finance Business Partnering Team adds value to decision-making and resource management by providing quality financial insight built on sound financial management and reporting. We support the activities and ambitions of the University by identifying, analysing and costing options, and through our commitment to developing the wider understanding of financial information across the organisation.

The Systems and Reporting Teams provide, maintain, and develop the University's financial systems, as well as providing both statutory returns and internal management reporting to aid planning and decision-making.

The Financial Accounting Team provides operational support to the University through its payroll and cashbook functions as well as VAT and other tax advice. We also produce the statutory financial statements for the University and its subsidiary companies.

The Procurement and Financial Services Team provides support for the operational delivery of business objectives through the Procurement, Supply Chain, Commercial Data, Insurance, Accounts Receivable and Accounts Payable functions. Overall responsibility for sourcing, protecting and paying for goods, services and assets lies here. The teams support internal customers directly, deliver University wide strategic projects and are the first point of contact for supplier relationship management.

The Planning Team support data quality and reporting for a number of key University processes, provide support for SITS and have overall responsibility for ensuring that the University meets core requirements from HESA/OFS for statutory data submissions. We also perform a monitoring and analysis function for league tables and other external measure of our performance, and support our implementation of external initiatives with a data component, such as the Teaching Excellence Framework and our Access ad Participation Plan (APP).





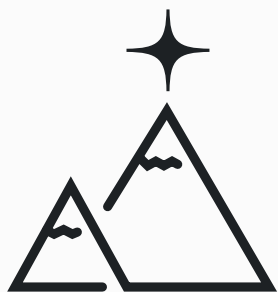
OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

