

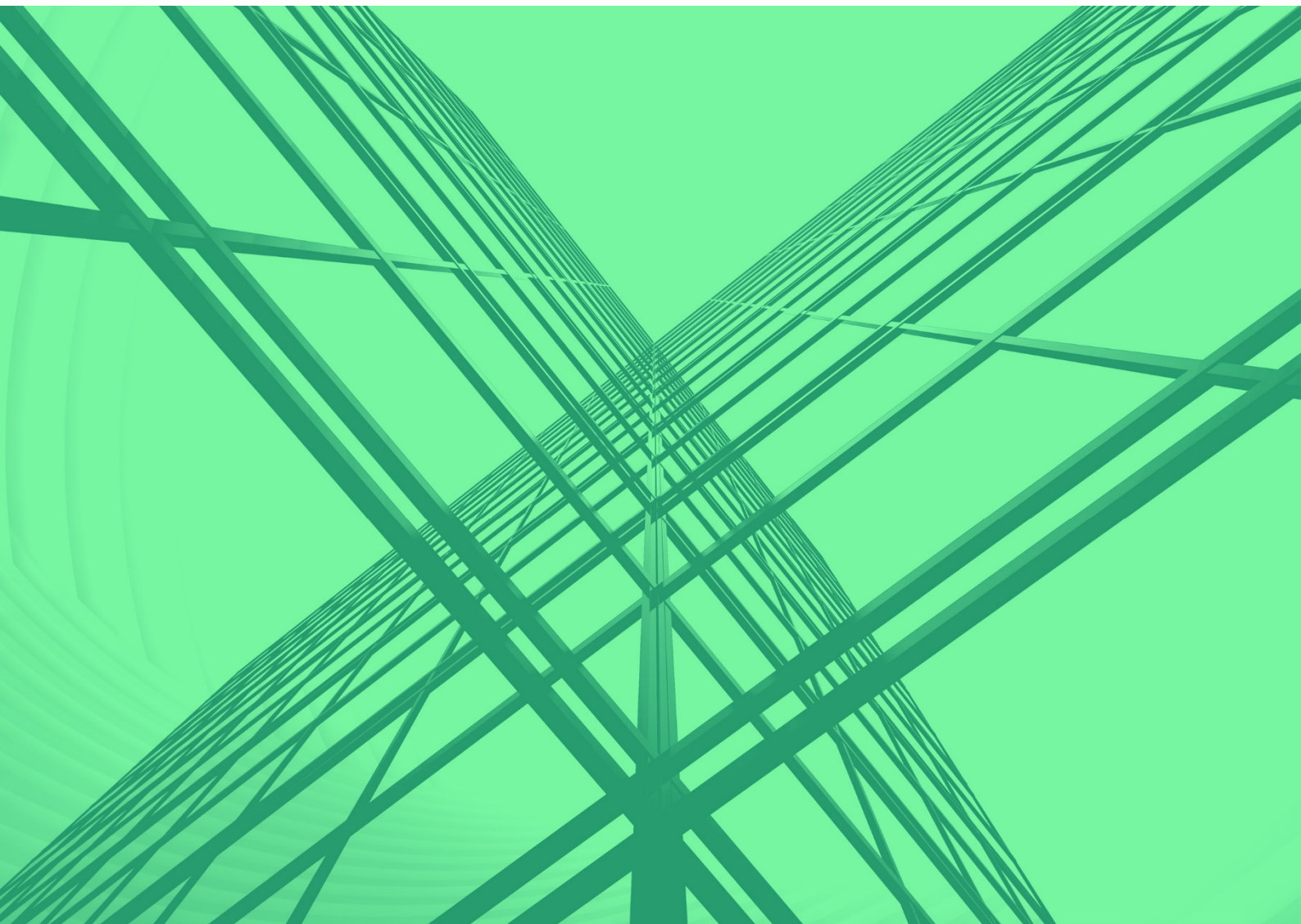
Systems Accountant

CANDIDATE PACK

Full Time

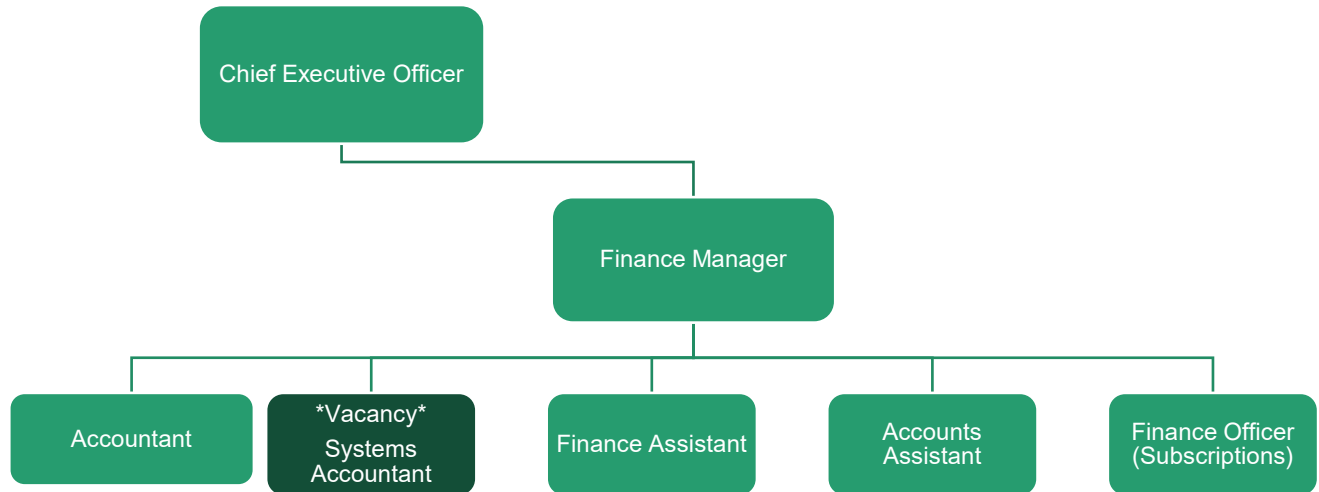
35 hours per week

Fixed Term – 9 months



The Finance Team

Our Finance team are a small team of six that report into the Finance Manager.



We are a dedicated and hard-working team that has had to adapt to new processes over the last two years as a result of the pandemic, and also due to changes in demands of the team over time. This role was therefore created to review the use of current systems and procedures with a view to facilitate the automation of some processes and improve overall efficiency of the team.

The postholder will look to combine their experience in financial processes and systems expertise. Your previous demonstrable experience gained in a similar area would be instrumental to inform the changes proposed and ultimately adopted.

This is a great opportunity for an individual wanting to be a part of a team undergoing an exciting time of change and development to improve efficiency within a prestigious not-for-profit organisation.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 65 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open-plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

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Job description and person specification

1. Job details

Job title:	Systems Accountant (9 months FTC)
Reports to:	Finance Manager
Date:	February 2022
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

The purpose of this post is to review how current systems are utilised and how current processes are undertaken by the Finance team. The aim being to recommend and support the implementation of more effective, efficient, and automated processes.

To collaborate with other departments within the Institution who have a direct impact on the workflow within Finance, in particular the Digital, Data and Technology Department, Membership and Events Teams.

3. Role and responsibilities

1. Under the direction of the Finance Manager build on work already undertaken to document how current systems are used and procedures applied within Finance.
2. Use this work to inform a full review of how current finance systems are used and procedures applied;
3. Review the processes carried out by users of the CRM which have a direct impact on the data exported into the accounting software – Microsoft Dynamics GP.
4. Improve the integration systems between the CRM and Dynamics GP to eliminate the need for any human intervention.
5. Review the processes followed by staff to update the financial activity of members/clients with a view to reduce errors and increase the accuracy of the financial data stored on the CRM
6. Work with the Finance Manager and budget holders to design and develop better management reports for the business.
7. Carry out a review of the current paper-based PO system with the objective of replacing it with an electronic version designed to promote efficiency and provide better control over expenditure.

4. General responsibilities

1. Attend and proactively input into finance team meetings.
2. Attend and proactively input into commercial planning meetings.
3. Make suggestions for improving processes, systems, etc. that support the efficiency and stability of the Institution and its trading subsidiaries.
4. Comply with all Institution policy and procedures.
5. Any other reasonable ad hoc duties as requested.

5. Communications and working relationships

1. All employees of the Institution, but particularly the Digital, Data and Technology Department, membership and Events Teams and all budget holders.
2. Regional Groups and their Treasurers.

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<u>Qualifications and Knowledge</u>	
Fully qualified accountant or passed finalist or reached the final stage examination (CIMA/ACCA/ACA) or a degree in computer science with expert experience in finance systems.	E
Strong understanding and working knowledge of accounts and audit preparation, budgeting and reforecasting best practice	E
Strong understanding and working knowledge of accounting in a commercial environment	E
<u>Skills</u>	
Highly numerate.	E
Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream workload with the ability to work under pressure to meet tight deadlines.	E
Attention to detail, accuracy and ability to critique own work and that of others. A tenacious attitude/approach to understand variances and improve the robustness of financial and administrative procedures.	E
Develops effective working relationships and is able to collaborate with internal stakeholders.	E
IT Skills:	
Experienced user of 'Great Plains', or similar accounts package	D
Advanced in Excel. Strong abilities to interrogate and extract data, create pivot tables and reports up to macro level.	E
A knowledge of current query languages such as SQL	D
Intermediary Word and Outlook.	E
<u>Experience</u>	
Extensive experience with managing, operating and improving how financial accounting systems are utilised to ensure the system and its users are working to best capacity.	E
Previously worked with other stakeholders both internal and external to achieve optimum system performance	E
Developed reports and systems procedures for both finance and non-finance users.	E
Experience of working in a not-for-profit organisation	D
Awareness of the issues faced by finance staff when processing financial data to meet tight deadlines.	D

Salary and package details

Salary: £40,000 to £50,000 per annum subject to experience

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Assurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme (UNUM Lifeworks)
- Pension- can join the pension scheme from any date after commencement in Tier one (employer 5%, employee 3% minimum contributions)
- 23 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 5%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 8%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform (Lifeworks)
- Full access to additional health services (e.g. counselling, physio, virtual GP) via an app-based service (Help@hand)

On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by BUPA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Paid parental leave at rates of pay higher than statute, subject to service requirements as per the current policies

How to apply, the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.

Applicants must possess a current right to work in the UK.

The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will be a two-stage interview process (the first one will be virtual and the second one will be in person) and a job-related assessment. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 65 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities- taking measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

IStructE is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Support

Our [Benevolent Fund](#) offers support to current and former IStructE members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

Organisational Structure

