

BUFDG Accounting Specialist

Job Description

Part time – 0.4 FTE

About us

BUFDG is the representative body for higher education finance staff in the United Kingdom. Our members are the Directors of Finance (FDs) and Chief Financial Officers (CFOs), and their staff, of almost all UK higher education institutions.

BUFDG is a Special Interest Organisation (SIO) of Professional HE Services (PHES) - an umbrella company which comprises a number of other associations. We are not-for-profit and exist to support members, and any funds generated through the activities of BUFDG are used to fulfil our objectives and mission.

About the role

We are looking for a **part-time**, qualified accountant with excellent technical accounting knowledge and experience of accounting within the higher education (HE) sector to support the BUFDG Financial Reporting Group (FRG), respond to member queries, and support the BUFDG team when accounting knowledge is required, as well as occasional liaison with other bodies in relation to accounting, and to lead on work for the sector's Statement of Recommended Practice (SORP) as and when required.

This role is not about preparing accounts but about supporting and improving accounting practice across the entire H E sector, representing the sector at a national level, and supporting BUFDG members.

The postholder will formally report to the BUFDG Head of Operations and Engagement and has no management responsibilities.

This role will be home-based but will include some UK travel, including conferences, monthly BUFDG team meetings in London or Loughborough, twice yearly PHES meetings in the Loughborough area, and occasional overnight stays. There may also be sporadic office working in our Loughborough office to meet and work with colleagues on occasion.

Roles and responsibilities

Meet ongoing Further Education and Higher Education Statement Of Recommended Practice (FEHE SORP) requirements and lead on new SORP projects

You will need to...

- Support the FEHE SORP-making body, including helping the body meet its requirements for the UK's accounting regulator, the Financial Reporting Council (FRC).
- Be the lead on any new FEHE SORP project, and, when appropriate, work with an appropriate partner accounting firm, external stakeholders such as the Association of Colleges, and the FRG.
- Liaise with the FRC and with other SORP-making bodies, when helpful.
- Arrange all necessary communication and training for members in relation to SORP changes and new SORPs, including implementation forums.

Inform and assist BUFDG members and the wider sector

You will need to...

- Review the BUFDG Financial Reporting discussion board and respond to member queries raised on the discussion board where appropriate.
- Maintain up to date information on the BUFDG financial reporting, SORP, and FRG webpages.
- Create, or work with the FRG, other members, and professional firms to co-author, guidance for members on accounting and financial reporting.
- Work jointly with other team members on relevant projects such as the Financial Information And Trends project which collates information from all member-institution financial statements.
- Be the main BUFDG contact for members with accounting questions, queries, issues, and concerns.
- Assist the rest of the BUFDG team, none of whom are accountants, with any accounting-related queries that occasionally arise in other areas, such as tax.

Facilitate networking and development opportunities

You will need to...

- Promote and enhance the value of BUFDG through input to a programme of external events including a UK wide annual Learning and Development programme.
- Work with the BUFDG Learning and Development Manager to produce conferences such as the Management Accountants Conference and the TRAC Practitioners Conference (TRansparent Approach to Costing).
- Be confident in communicating pro-actively and re-actively with CFOs/FDs and their staff, with other HE and charitable organisations, professional accounting bodies such as ACCA and ICAEW, other external bodies, and the professional services firms.

Work in partnership with related organisations

You will need to...

- Occasionally represent the BUFDG organisation [and H E sector by association] with external agencies, potentially including the professional accounting bodies such as ACCA and ICAEW, the FRC, the Accounting Standards Board

(ASB), professional advisory firms, suppliers of services to the sector, and other representative and accounting bodies within and outside the sector.

- Demonstrate strong communication skills, especially with external bodies and members – this will include the ability to produce clear, concise and accurate technical information, guidance, and reports, as well as updates and other communications.
- Proactively scan the external financial and accounting environment, identifying where there are impacts on higher education, and make corresponding recommendations to the BUFDG FRG and/or Executive Committee.

Act as Secretary to and supporting the BUFDG Financial Reporting Group (FRG)

You will need to...

- Support the Chair, Deputy Chair(s), and the rest of the FRG.
- Arrange and attend FRG meetings, both online and in-person.
- Coordinate and send member communications, prepare FRG meeting agendas and minutes, and follow up on meeting actions.
- Maintain membership records, Terms of Reference, and other FRG documentation.
- Liaise with other BUFDG groups (e.g. the Tax Group) as needed.
- Communicate information from the FRG to the rest of the BUFDG membership as appropriate.

You must be

An accountant looking for more than accounting

You will need to...

- Contribute to sector-level projects, guidance and decisions.
- Support the entire H E sector.
- Be prepared to represent the sector in national discussions, when required.

A 'self-starter' who thrives in a small team environment

You will need to...

- Have a friendly, open, and supportive manner towards other team members.
- Display excellent organisational skills, work independently, and juggle multiple work streams with competing priorities to meet deadlines.
- Produce work to a professional standard and with attention to detail.
- Use your excellent IT skills including Word, Excel and email, and be open to using AI tools where they may be useful in your role.
- Have a flexible approach to team working – sometimes working outside normal office hours, for example when organising or attending events.
- Support colleagues within other PHES organisations as required.
- Attend monthly in-person meetings (usually in London), whenever possible.
- Commit to always observing the organisation's [Equity, Diversity and Inclusion Policy](#).
- Have a willingness to undertake further training.
- Be prepared to develop this role in response to member needs and member/management feedback.

You must also have

- A professional accountancy qualification.
- Extensive experience in accounting role(s).
- Substantial experience working in or with the H E sector.
- Excellent verbal and written communication skills.
- Good knowledge of the organisational structures, financial funding mechanisms, and current SORP in the HE sector.

You might have

- A degree.
- Experience of working in a membership organisation.

We will offer

- A **part-time role of 0.4 FTE**, equivalent to two days per week (though the pattern of working days and hours will be determined in discussion with the successful candidate and we are happy for the successful candidate to arrange this work around another part-time job).
- A competitive salary at **Grade 8 or 9 (£47,389 - £78,184 pro-rata)** dependent on qualifications and experience.
- A defined contribution pension scheme with **7.5% employee and 16% employer contribution rates**, together with life insurance.
- **30 days' holiday** plus bank holidays and discretionary days' office closure.
- Support for **CPD** and appropriate training.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.