

Careers at UCLB

Accounts Assistant
Candidate Information Pack



Introduction to UCL Business



Anne Lane, CEO

I am delighted that you're interested in working at UCL Business Ltd (UCLB). As CEO, I am proud to work alongside such a talented, dedicated and diverse team, who are supporting the commercialisation of technologies that make a positive societal change.

UCL, as one of the leading universities in the UK for teaching and research, recognises the need to translate its exceptional research into commercial development for positive social and economic benefit.

UCLB is recognised as a leading technology commercialisation company within the UK, and has an impressive and successful track record of creating licences and spinouts based on UCL's intellectual property for almost 30 years. We are unique within the UK by being an independent, financially self-sufficient company with a strong history of making significant profits for UCL.

The company relies on its experienced staff and we strive to create the maximum number of opportunities for technology growth. Despite the challenges of COVID-19, UCLB has continued to experience exceptional success, raising £1.7 billion of external investment in the last three years, and supporting the creation of 6 new spinouts in 2021.

We encourage an environment of enthusiastic involvement and entrepreneurship and we aim to attract people who are talented, motivated and interested in working here, where they can make a useful contribution – both as individuals and as part of the UCLB team.

We want everyone to be able to achieve their best work and for this to be an open, happy and productive environment so that the company can truly succeed.

Introduction to Finance at UCLB



Elizabeth Parker, Interim Director of Finance

As Director of Finance, I manage and supervise a growing department, leading all financial and management accounting, planning and analysis. I liaise with internal and external stakeholders, and provide financial advice, guidance and support to my team and colleagues.

UCLB's Finance Team are responsible for ensuring all financial obligations are met, and every transaction and deal goes smoothly. This covers a wide variety of tasks, from day-to-day financial record keeping, to producing reports and accounts, as well as budgeting and forecasting future transactions.

We are a vital part of UCLB because we are at the core of all activity, ensuring all suppliers can be paid, and that we have enough money to achieve our future objectives. It is a small team and as a result, the variety of work is broad and you can gain a great deal of experience across a range of different financial areas. In addition, our work is linked to exciting, cutting-edge innovations that make the world a better place – it's hard to beat such an interesting and fulfilling place to work.

Board of Directors

Chief Executive
Officer

Physical Sciences &
Engineering

BioPharm

Finance

Business Portfolio
Management

Legal Affairs

Operations

Accounts Assistant

About the opportunity:

We have an opportunity for an outstanding individual to join the UCLB Finance Team as an Accounts Assistant.

The role is varied, working across all areas of finance and therefore you will be able to develop new skills in a flexible and friendly environment. The key focus is on the Purchase Ledger, but there will also be Sales Ledger tasks and excel analysis for reporting and decision making.

This is a unique role within a leading technology transfer company, supporting one of UK's top research-led universities, working with world changing technologies and innovations.

What you need to have:

You will have experience of working in a finance team and with a finance package so you can hit the ground running. No two days are the same, so good prioritisation, attention to detail and a proactive approach to tasks are key requirements. If you love Excel and reporting that is a bonus.

What we offer



Salary

The salary range is £25,000 to £27,000. We operate a performance related pay (PRP) scheme under which employees can achieve up to a further 10% of gross annual salary based on agreed targets, both personal and company based.



Hours of Work and Flexible Working

The normal hours of work are 35 hours per week, with flexible start and end times. We offer you the flexibility to choose where you work with a minimum of 2 days per week in the office with Hybrid working.



Holidays

We have a generous annual leave entitlement of 25 days a year plus public holidays and a further 6 days leave spread over Christmas and Easter. You can also buy up to an additional 5 days holiday each year.



Learning and Development

We support continual personal and professional development and will support you in your accounting exams whilst you gain practical experience working at UCLB. We will also cover the cost of professional subscriptions and memberships.



Health and Wellbeing

Your wellbeing is important to us. We have Wellbeing Champions, a confidential employee assistance programme, cycle and season ticket loans, fruit in the office, discounted gym memberships and we will pay or the cost of your eye test. In addition, you are able to access voluntary healthcare schemes offered by UCL.



Pension

We operate two defined benefit pension schemes - SAUL for new employees and USS for any employee joining within one month of leaving the USS scheme.



Other Benefits

Access to discounts, employee savings scheme, enhanced parental leave pay, summer and Christmas events along with regular social activities.



Job Description

Job Purpose:

Supporting all areas of the Finance Section with data processing, calculations and analysis, the post holder will report to the Senior Accountant.

Duties and Responsibilities:

The Accounts Assistant role focuses on the purchase ledger but will also include some sales ledger tasks.

There is overall responsibility for purchase ledger transactions, including obtaining authorisation for and the processing and payment of purchase ledger invoices on the company accounting software. Tasks will also include the excel calculations for the distribution of proceeds and associated reporting.

- Processing of invoices and monitoring of creditors
- Setting up payments for approval for UCLB and subsidiaries
- Cash book posting for supplier payments
- Banking of cash and cheques
- Reconciliation of supplier accounts
- Assistance with other month end reconciliations and journals
- Monitoring of patent costs, including budget analysis and forecasts
- Assistance with distribution of proceeds including calculations, payment and reporting
- Sales ledger recharges
- Ad hoc reporting

Person Specification

Essential criteria:

- GCSE in English Language and Mathematics at grade B or above (or equivalent)
- Be aware of the basic principles and procedures of purchase and sales ledger processing
- Effective working knowledge of Excel
- Experience within a similar financial role
- Ability to demonstrate excellent organisation skills, prioritise workload and meet deadlines
- Work independently without undue supervision
- High level of accuracy with attention to detail
- Strong interpersonal skills with an ability to communicate confidently, intelligently and effectively with colleagues, academic staff, all levels of management and companies
- Ability to operate as part of a team

Desirable criteria:

- Studying for an AAT or other accountancy qualification (or equivalent experience)
- Experience of working with an accounting package
- A flexible approach to tasks, travel and hours of work

How to apply

If you would like to apply for the role, please visit the following link: [Accounts Assistant](#)

Applicants will be shortlisted based on the extent to which they meet the competencies required for the role via their application.

In your application statement you will be expected to succinctly explain how you meet each of the key requirements for this role, giving examples that clearly demonstrate your skills, knowledge and experience.

If you have any questions regarding the application process, please email Nadiya Ahmed at jobs@uclb.com.

The closing date for applications is 8 November 2022.

Please note we will disregard any applications which do not contain a completed statement and CV. You are advised to submit your application as soon as possible as we reserve the right to close the advertisement once we have received sufficient applications.

Only shortlisted candidates selected for interview will be contacted on or before 15 November 2022.