**Finance**

The Finance Directorate is responsible for overseeing the organisation's financial management and strategy, providing expert advice and professional services to the University Executive Office and to the wider Academic Partnership.

The Finance team is a vibrant and high-performing function at the heart of the university’s operations. Operating in a fast-paced and collaborative environment, the team delivers high-quality financial insights and strategic guidance to senior stakeholders across the institution. It plays a pivotal role in safeguarding the university’s financial sustainability, enabling informed decision-making, and ensuring the smooth and accurate management of income and expenditure. With a strong focus on compliance and regulatory standards, the team supports both day-to-day financial processes and long-term strategic planning. This role offers an exciting opportunity to contribute meaningfully to the university’s financial success, working alongside experienced professionals to support growth, innovation, and excellence.

**Assistant Accountant**

The Assistant Accountant is a pivotal role within the Finance Department, providing support across both the Management Accounts and Financial Accounts teams. This dual-facing position offers a unique opportunity to gain broad experience in financial operations and contribute meaningfully to the university’s financial success. The role is central to delivering accurate, timely, and compliant financial information across both functions, and is instrumental in improving operational efficiency and enabling strategic decision-making. Key responsibilities include the effective processing of core financial transactions, reconciliation of academic time allocation data, and the consolidation of critical institutional financial information.

A detailed job description and person specification for the post are attached.

Applicants with informal questions are encouraged to contact Tim Miles – Finance Manager, by email to tim.miles@uhi.ac.uk.

**Pay and Benefits**

This role is linked to grade 5 on the UHI payscale.

The starting salary for this position will normally be in the range £27,876 to £30,462 per annum. For exceptional candidates a higher salary up to the top of the grade (currently £34,285 per annum) may be available.

This post is full time and will involve working 35 hours per week on a working pattern as agreed with your line manager.

The workplace pension scheme provided to workers at grade five and below is the Local Government Pension Scheme (LGPS). This is a qualifying pension scheme, which means it meets or exceeds the government’s standards. Full information about the scheme can be found on the Highland Council’s Pension Fund website <http://www.highlandpensionfund.org/>

Full-time posts carry a total of 39 days leave per annum (pro rata for part-time posts). It is practice that, with the exception of a Christmas and New Year closure, leave may be taken at any time of year, subject to the requirements of the post and department and with the permission of your line manager.

**Recruitment Process**

When completing the application form please ensure that you clearly evidence how you meet the selection criteria identified on the relevant person specification.

**The deadline for submitting your application is 26 October 2025.**

**Shortlisting will take place the week commencing tbc.**

**Interviews will be held week commencing tbc.**

If you have any queries regarding our recruitment and selection process, or if you would like to request any reasonable adjustments to either the recruitment process or the prospective job, please contact the HR team as soon as possible.