

Job Description

Role Title:	Finance Officer
Dept:	Finance
Reference:	MPF1799
Grade:	5
Full or Part time:	Part time
Hours:	21.75
Reports to:	Finance Business Partner

Overview

The Finance Division is responsible for the overall financial management of the institution including subsidiaries. The division provides a full range of financial services to the university, including management and financial accounting services. The University has devolved systems of planning and budgeting and the Finance Division works closely with Academic Schools and Professional Services to maximise the opportunities for the University within an appropriate control environment. The Division maintains and develops the central finance systems, Unit 4, and provides on-line access together with training.

As part of the University's Finance Division, the role is based within the Professional & Campus Services finance team, with the main focus being to support Management Accountants, Finance Business Partners and Head of Finance in providing a high level of decision support in an environment of significant change. There is a requirement for high quality systems and reporting to underpin the strategic development and growth of the institution. The main focus of the role is in ensuring financial information is recorded and reported in a timely and accurate way in line with rules and regulations of the University and financial best practice.

The post holder will work with colleagues outside the Finance Division to do this and will provide financial support including processing transactions for the relevant areas. The post holder will need the ability to react proactively to changing circumstances, providing accurate and timely support in a fast-paced environment.

Role Purpose

- To provide finance support and advice.
- Support the production of budgets and undertake budget monitoring and variance analysis.
- Process and supervise the input of all financial transactions relating to debtors, creditors, expenses and internal charges.
- Support the provision of management information for the purposes of internal and external performance reporting.

Principal Duties & Responsibilities

- To assist in providing support and advice to Divisional staff and managers relating to budgeting, costing and financial procedures, including providing financial training and induction to non-finance staff.
- To produce budgets reports and assist in undertake budgetary control and variance analysis for core University budgets and externally funded contracts and projects.

- To attend regular budget meetings with Divisional Heads and project managers.
- To process financial transactions relating to sales, purchases, employee expenses and internal charges.
- To ensure Divisional compliance with University Financial Regulations and Purchasing Procedures.
- To contribute towards the production of annual budgets and operational plans.
- To support the Management Accountants and Finance Business Partners in the provision of internal and external performance and statistical reporting.
- To assist in the production of year-end accounts in accordance with Finance Divisional requirements.
- Update and maintain stock inventory and associated documents.
- To maintain and update the schedule of authorised financial approval register.
- To assist the Director of Finance in providing exemplary financial support within the University, including internal control and check.
- Perform any other duties appropriate to the grade as may be required by the Director of Finance.
- Bring to the attention of managers any matters relating to the health and safety of staff, students and visitors.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with university policy.
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.

- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

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Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Hold an AAT qualification or evidence of relevant work experience. (E)

Background and Experience

2. Experience of undertaking budget preparation, budgetary control and variance analysis. (E)
3. Relevant experience of working within a finance function within a fast-paced commercial setting. (E)
4. Experience of inventory control and processes. (D)
5. Experience of ensuring operational compliance with financial regulations and procedures. (D)
6. Experience of processing purchasing and sales ledger documentation. (D)
7. Proven experience of financial oversight of multi-site operations within a commercial business. (D)

Knowledge

8. Accounting policies and concepts, financial regulations, and internal controls. (E)
9. Costing methods within commercial businesses. (E)
10. Financial and audit regulations relating to UK and EU grant bodies. (D)

Skills and Competencies

11. A high level of computer literacy of financial and related software packages. (E)
12. An ability to present complex information in a clear and concise format. (E)
13. The ability to communicate finance matters to a wide audience. (E)
14. The ability to work effectively as part of a team. (E)