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**Job Description**

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| **Job title:** | **Finance Administrator**  |
| **Department/School:** | **Faculty of Humanities & Social Sciences** |
| **Grade:** | **5 Part-Time Fixed Term** |
| **Location:** | **Faculty Finance Office, University of Bath campus** |

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| **Job purpose** |
| To support the Finance Manager in the provision of effective and efficient operational financial management services across the Faculty, ensuring compliance with the University’s financial regulations and procedures. To act as a source of advice to academics and other staff on day-to-day financial matters, including the budgetary position for projects, responsibility for processing of staff and student expense claims,monitoring of project bugets within the Faculty, providing timely, regular and accurate financial information. In fulfilling these functions, the postholder will foster and maintain a collaborative working relationship with the Faculty Accountant and fellow members of the Finance Office and influence staff to apply good financial practice and planning.  |

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| **Source and nature of management provided**  |
| Finance Manager |

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| **Staff management responsibility** |
| N/A |

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| **Special conditions**  |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. These may include assisting in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities. Leave may be restricted during the last week of July and first week of August to facilitate Year-end processes. |

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| **Main duties and responsibilities**  |
| **1** | **Financial Procedures**1. Develop a comprehensive understanding of the University’s Financial Control Framework, ensuring that all financial procedures are appropriately followed in the Faculty
2. Assist members of the Finance team in the provision of written and ad hoc oral advice to academic, research and administrative colleagues about compliance with financial procedures
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| **2** | **Purchasing and staff expenses**1. Authorise purchases < 5k including transactions on Agresso
2. Provide support for the Faculty’s purchasing function, making orders using the Faculty credit card where appropriate, investigating problems and dealing with queries, liaising with Purchasing Services where necessary to ensure correct purchasing procedures are in place
3. Make decisions on non-standard purchases made within the Faculty and process accordingly, and assist in setting up new vendors
4. Raise requisitions, process journals and undertake any other financial transactions as required
5. Maintain oversight of staff printing/copying/phone costs.
6. Allocate project codes to supplier invoices upon receipt, deal with any queries that arise including liasing with suppliers.
7. First point of contact for staff/student expense claim queries.Reviewing and processing expense claims as submitted, ensure that expenses claims are submitted in accordance with the appropriate University policy.
8. Assist staff and students with new procedures that are put in place.
9. Investigate transactions that have insufficient funds available, or are out of tolerance, liaising with colleagues in RIS and other departments and suppliers where appropriate.
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| **3** | **Budget Monitoring and support for Information Management**1. Assist in the monitoring of operating, studentship and other budgets of the Faculty and its departments to ensure that these remain within budget by the financial year end, identify variances.
2. Assist in the end of year reconciliation, working in conjunction with colleagues in the Faculty and central Finance, ensuring that Debtor and Creditor reports are completed accurately, income and expenditure is recorded in the correct financial year and the leased equipment report is completed
3. Maintain the integrity of financial data, ensuring that records are both accurate and retained according to University guidelines.
4. Provide support for and monitor short courses, conferences and sundry grants to include the setting up of online stores.
5. Support the completion of the TRAC return, apportioning operating budget expenditure as appropriate
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| **4** | **Contracts and Invoicing**1. Liaison with Purchasing services to set up consultancy contracts
2. Raise invoices as required
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| **5** | **Other Faculty and Department Accounts**1. Liaise with the central Finance Office in the setting up of projects as required and monitor their financial position over time
2. In the case of income generating sundry projects, ensure that income is received in a timely fashion by raising invoices.
3. Ensure that the account holder has access to summary and detailed financial information relating to these accounts
4. With the help of data provided by the central Finance Office, assist with the provision of overhead estimates for both the current and the forthcoming years on these non-research projects
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|  **6** | **Research Grants**1. Assist in the provision of practical assistance with costings, completion of forms etc. as necessary in the preparation of research proposals (Research & Innovation Services will take primary responsibility for supporting the pre-award stage)
2. Monitor research grants and contracts and ensure that these projects are charged appropriately, with the result that budgets are, wherever possible, fully used but not overcommitted. In conjunction with Research & Innovation Services, monitor expenditure on research projects, paying particular attention to those nearing completion
3. Ensure that principal investigators have access to summary and detailed financial information about the financial position of their grants and contracts to assist them in the management of these awards
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| This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to change over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder. |

**![logo-uob-resize[1]]() Person Specification**

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| **Criteria: Experience/Knowledge** | **Essential** | **Desirable** |
| Experience of working in an accounting/financial environment or equivalent relevant professional experience with demonstrable responsibility for a broad range of tasks | 🗸 |  |
| Good track record in financial administration including budget management, planning and forecasting | 🗸 |  |
| Evidence of working within specific frameworks e.g. Financial Regulations |  | 🗸 |
| Experience of maintaining clear and accurate records, attentive to detail | 🗸 |  |
| Experience of working within the Higher Education sector |  | 🗸 |
| Good working knowledge of standard IT packages and databases including the ability to create and manipulate data | 🗸 |  |
| Experience of effectively organising a busy workload with sometimes conflicting priorities, to meet deadlines | 🗸 |  |
| Evidence of independent and effective team working | 🗸 |  |

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| **Criteria: Skills** | **Essential** | **Desirable** |
| Proven ability to communicate confidently and effectively both orally and in writing | 🗸 |  |
| Excellent interpersonal skills with an ability to explain financial procedures and requirements to non-finance staff in a clear manner | 🗸 |  |
| Skills in financial management software e.g. Agresso | 🗸 |  |
| Ability to demonstrate a proven capability to prioritise a busy and varied workload, often to tight deadlines | 🗸 |  |
| Competent, conscientious and motivated with a methodical approach to work, capable of working with minimum supervision | 🗸 |  |
| Ability to be adaptable and flexible and to learn new skills quickly | 🗸 |  |
| Ability to maintain discretion and confidentiality with sensitive information at all times | 🗸 |  |

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| **Criteria: Professional Qualifications** | **Essential** | **Desirable** |
| AAT (Level 3) / or equivalent relevant professional experience | 🗸 |  |
| Studying towards a recognised accounting qualification (e.g. ICAEW, ACCA, CIPFA, CIMA) |  | 🗸 |

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| **Criteria: Academic Qualifications** | **Essential** | **Desirable** |
| Education to A Level (or equivalent) or equivalent relevant professional experience | 🗸 |  |

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| **Effective Behaviours Framework**The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.  |
| **Managing self and personal skills:**Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.   |
| **Delivering excellent service:**Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.   |
| **Finding innovative solutions:**Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.   |
| **Embracing change:**Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.  |
| **Using resources:**Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.   |
| **Developing self and others:**Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.   |
| **Working with people:**Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.    |
| **Achieving results:**Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |