INTRODUCTION

This vacancy has arisen from the retirement of the BioArCh Administrator and restructuring of support services in Archaeology.
Main purpose of the role

To manage all aspects of the administrative processes and procedures and financial support service underpinning the activities of BioArCh, a large research group based within the Department of Archaeology

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Manage BioArCh accounts liaise with research staff regarding costs, formulate budgets and recommend final budgets to Head of Group
- Ensure the provision of an effective and efficient day-to-day financial accounting service in liaison with the BioArCh director, including the production of budgets, financial reporting, invoicing, payment authority, cash flow, key account reconciliations and the administration of research funding accounts
- Revise existing or devises new administrative practices and procedures for the group to ensure effective and efficient coordination of financial management
- Work with budget-holders to identify the correct source of funds for shared consumables and facilities
- Analyse and evaluate monthly financial performance for specialist sections within BioArCh; ensure that variances set against budgets are investigated and agreed solutions and corrective action implemented as required.
- Support Principal Investigators and other senior research staff in organising data into an appropriate format and/or compiling analysed data into draft reports, and assist in the preparation of grant applications and funding bids
- Ensure compliance of financial reports/documents with individual funders’ regulations, consortium and industrial partners/sponsors
- Interpret complex research funders’ rules and regulations and disseminate the information to research group members
- Manage the administrative support service for the group to ensure internal administrative and communications systems and processes are effective and efficient, and support the group in meeting its key objectives and priorities in research
- Develop and maintain relevant databases and/or spreadsheets) and produce management or statistical information/reports from those databases/spreadsheets for group members
- First point of contact for BioArCh
- Induction of new staff.
- Contribute to decisions at an operational level in regard to infrastructure and equipment related issues.
- Liaison with other departments in the University, as appropriate, for the use of shared services.
- Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder

JOB DESCRIPTION

At a glance

Salary £24,983—£30,688 Per year

Hours of work 37 Hours per week

Contract type Open contract

Based at Environment Building, Heslington West
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A levels, NVQ level 3, BTEC, or apprenticeship relating to business administration or project and financial management support</td>
<td>Essential</td>
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### Knowledge

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<th>Essential / Desirable</th>
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<tr>
<td>Microsoft Office &amp; Google applications</td>
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<tr>
<td>Administrative procedures and processes used in a busy office within a large, complex organisation</td>
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<td>Administrative procedures related to procurement for a science laboratory</td>
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<td>Knowledge of the requirements of major sponsors of research activity</td>
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### Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Able to analyse and summarise information concisely and accurately</td>
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<td>Good numeracy skills, with the ability to monitor expenditure against a financial account/budget</td>
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<td>Able to communicate verbally and in writing with a broad range of people from different backgrounds, including the ability to make communicate technical concepts to a non-specialist audience</td>
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<tr>
<td>IT skills, with the ability to use Microsoft Office and Google Applications</td>
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<td>Able to produce consistently high-quality work</td>
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<td>Able to work on own initiative and as part of a team</td>
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<td>Able to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard to required deadlines</td>
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### Experience

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<th>Essential / Desirable</th>
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<tr>
<td>Working in an administrative or project support role in a busy office within a large/complex organisation</td>
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<tr>
<td>Monitoring budgets and working with financial information</td>
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<td>Analysing data and presenting summary information</td>
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<tr>
<td>Providing financial and admin support for a team of researchers</td>
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<tr>
<td>Working in a support role for a laboratory science organisation/department</td>
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<td>Working on research grant administration</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Enthusiasm and commitment to producing high-quality work</td>
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<td>Willing to engage in continuing professional development</td>
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<td>Proactive approach to solving problems</td>
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<td>Highly organised</td>
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<td>Friendly and approachable</td>
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THE DEPARTMENT

The Department of Archaeology's BioArCh team is a unique collaboration between the departments of Biology, Archaeology and Chemistry and is world leading in the field of archaeological science. In 2016 BioArCh moved into a new £12 M Environment Building on the University of York’s Heslington West campus. The department has a vibrant and welcoming research community and an international reputation for excellence in teaching and research. As well as 20 academic and research staff, BioArCh has 3 technicians. There are also 12 PhD students associated with the team.

The remaining part of the Department of Archaeology is based at the University’s King's Manor campus, a medieval building in the centre of the historic city, set between York Minster and the Yorkshire Museum. We were awarded the Queens Anniversary Prize 2011 in recognition of our outstanding and innovative approaches to archaeology. The department recognises the need to advance of gender equality, representation and progression and is actively participating in the Athena Swan Charter.

The Department has a team of 7 administrators, including a Research and Impact Manager and a Finance Assistant.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6663
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 31 May 2018.

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to Claire.mcnamara@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835