Finance Administrator
Department of Finance

Closing date: 03 June 2018
Interview date: To be confirmed
Vacancy reference: 6674
INTRODUCTION

Following a recent promotion, we are seeking to recruit to a Faculty Finance Assistant role to provide operational departmental support to the Department of Politics within the Faculty of Social Sciences. The Faculty of Social Sciences comprises 9 departments, with turnover in excess of £85m (including £18m research income), and has approximately 500 members of staff and a population of 5,000 students.

Based in the Department of Politics, the post holder will work within the faculty finance team, reporting to the departmental accountant. The role will benefit from interaction with the wider finance department (Accounts Payable, Payroll, Fees Office etc) but will also work collaboratively with academic staff and other support colleagues within the department.

The Faculty is looking for an enthusiastic, forward thinking and adaptable individual to take a key part in providing effective and efficient management and co-ordination of the day-to-day financial operations, accounting services and systems for the Department of Politics. The role will appeal to someone who enjoys a variety of tasks, is proactive, can work to a very high degree of accuracy and manage their own priorities.
Main purpose of the role

To co-ordinate and support the day-to-day financial and purchasing operations of an academic department

Key responsibilities

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

- Monitor and process departmental income, expenditure and payments including research grant invoices, across a range of departmental accounts, and compile fully reconciled monthly accounts to provide to the line manager for review
- Act as the initial point of contact and respond to a wide range of financial enquiries from staff, the Finance department, sponsors, external suppliers and credit card companies
- To ensure compliance with relevant financial regulations, procedures and audit requirements and the resolution of non-compliance.
- Compile and process budgets and forecasts in conjunction with the Management Accountant
- Monitor budgets, investigate variances and discuss with budget holders as appropriate
- Manage and maintain the department asset register
- Code internal service charges and process expense claim forms, cheque and cash proforma/invoice requests within the department, including processing of casual payments
- Accurately record and process financial transactions
- Provide financial reports as required by budget holding staff
- Maintain an auditable financial filing system
- Process petty cash/float replenishment/credit card payments, casual payments, and maintain electronic and paper records
- Act as the main departmental Agresso user; run queries/reports and answer staff queries as required; carry out the finance and purchasing functions and advise other Agresso users in the department; ensure effective housekeeping of the Agresso finance system

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>Grade 4; £20,989 - £24,285 a year pro rata</th>
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<tbody>
<tr>
<td>Hours of work</td>
<td>Part time; minimum 22.2 hours (0.6 FTE) but up to 29.6 hours (0.8 FTE).</td>
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<tr>
<td>Contract type</td>
<td>Open</td>
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<tr>
<td>Based at</td>
<td>Heslington, Campus West.</td>
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## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification</td>
<td>Essential</td>
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<tr>
<td>AAT Qualification or Part CCAB Qualified</td>
<td>Desirable</td>
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<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Sound understanding of financial regulations and procedures</td>
<td>Essential</td>
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<tr>
<td>Knowledge and understanding of University systems and processes</td>
<td>Desirable</td>
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<thead>
<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Ability to manage budgets, forecasts and day to day financial processes</td>
<td>Essential</td>
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<tr>
<td>Ability to compile fully reconciled monthly accounts</td>
<td>Essential</td>
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<tr>
<td>Ability to communicate effectively with a range of people including budget holders, credit card companies, the central Finance Team, external suppliers and colleagues with financial queries.</td>
<td>Essential</td>
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<td>Ability to meet tight deadlines while maintaining accuracy and flexibility</td>
<td>Essential</td>
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<td>Good IT skills and the ability to use the Microsoft Office suite and online media</td>
<td>Essential</td>
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<tr>
<td>Ability to record and process financial transactions, including batching of cheques, cash accounting and associated data entry.</td>
<td>Essential</td>
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<td>Able to work effectively as part of a team and independently</td>
<td>Essential</td>
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<td>Ability to manage own workload with minimum supervision</td>
<td>Essential</td>
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<td>Ability to provide an excellent standard of customer service</td>
<td>Essential</td>
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<tr>
<td>Experience</td>
<td>Essential / Desirable</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>Experience of managing a budget</td>
<td>Essential</td>
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<tr>
<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Experience of working on multiple activities within a tight deadline</td>
<td>Essential</td>
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<tr>
<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<tr>
<td>Experience of working in Higher Education</td>
<td>Desirable</td>
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<thead>
<tr>
<th>Personal attributes</th>
<th>Essential</th>
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<tr>
<td>Excellent communication skills</td>
<td>Essential</td>
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<td>Motivated and proactive with a willingness to take ownership of actions</td>
<td>Essential</td>
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<td>Positive attitude to change and a willingness to adapt systems and processes to ensure maximum efficiency and effectiveness</td>
<td>Essential</td>
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<tr>
<td>Friendly, approachable manner with a can-do attitude</td>
<td>Essential</td>
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<td>Committed to personal/professional development</td>
<td>Essential</td>
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<tr>
<td>A demonstrable interest in accounting and finance</td>
<td>Essential</td>
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THE DEPARTMENT

The Finance Department is part of the administrative structure of the University. It comprises over 60 members of staff located around the campus. Finance has recently reorganised into 4 main activity areas –

Management Accounting: covering Faculty, Department and Professional Services reporting.

Accounting Services: covering corporate management and statutory reporting and company reporting

Finance Shared Services: covering Fees and Cash, Payroll, Payments, systems and Business Analysis

Procurement: covering the University’s professional procurement service.

The Department is responsible for providing decision support and advice for management and budget holders both at a corporate level and also for academic faculties and departments and professional support services. Financial processes are carried out across most of the University’s departments. We provide expertise and oversight for practitioners and processes.

Finance ensures that funding is in place to support the University’s short and long term business requirements, including a planned campus redevelopment programme which will take place over the next 10 – 15 years.

Finance also provides transaction services to support our students, staff and departments covering purchase invoice processing and payment, fees and other accounts receivable, cash services, systems support, process review and payroll.

The role will be based in and providing support for the Department of Politics which is one of the leading centres for research and teaching in Politics and International Studies in the United Kingdom. It was recently ranked eighth in the country for its research performance in the 2014 Research Excellence Framework. The Department also achieves a high level of external recognition for its teaching, and is currently in the top ten of both the Guardian and Times/Sunday Times league tables.

The Department has undergone a period of significant growth over the past five years, and now consists of 55 academic and teaching staff and 12 support staff.
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 6674
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 03 June 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 Helen Whalley, Accountant: helen.whalley@york.ac.uk Tel: 01904 323386 or Bob Brown, Research Facilitator: bob.brown@york.ac.uk Tel: 01904 322694.

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

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