Finance Officer
Finance Department

Closing date: 27 July 2018
Interview date: 20 August 2018
Vacancy reference: 6849
INTRODUCTION

This vacancy has arisen due the fact that the current role holder is moving to a central role within the central Finance Department. This has given the Department the opportunity to review its current support provision around research and finance and we are now 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 Theatre, Film and Television.

The post holder will work within the Arts & Humanities Faculty Finance Team, working closely with a lead Management Accountant in a departmental setting. The role will benefit from interaction with the wider finance department (payments, payroll, fees office etc.) but will also work collaboratively with academic staff and other support colleagues within the department.

The Faculty of Arts & Humanities comprises of 8 departments with turnover in excess of £52m (including £6m research income), has approximately 300 members of staff and a population of 4,000 students.
Main purpose of the role

To contribute to the effective and efficient management and co-ordination of the day-to-day financial operations, accounting services and systems for the Department of Theatre, Film & Television.

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

Financial Reporting, Budgets and Forecasts

• Play a key role in ensuring the provision of an effective and efficient day-to-day financial accounting service for the department, including the production of budgets and forecasts, financial reporting, invoicing, payments, cash flow, account reconciliations and the administration of research funding accounts. Act as a point of contact and respond to a wide range of financial enquiries from staff, the Finance department, industrial sponsors, external suppliers and other colleagues.

• Ensure compliance with relevant financial regulations, procedures and audit regulatory requirements and the resolution of non-compliance. Advise the Department on planning; changing and developing departmental finance policy and determining financial objectives.

• Create and implement systems for allocation, monitoring and maintenance of accounts using Data warehouse, access databases and Excel spreadsheets. Recover departmental overheads from research and non-research grant-funded activities; ensure that costing conventions are applied and transactions processed in line with grant deadlines.

• Maintain accounting records and prepare monthly, quarterly and annual account reports and associated management information (e.g., income projections and expenditure forecasts including monitoring spend in relevant accounts) for the Departmental Manager and other key members of staff.

• Monitor and process departmental income, expenditure and payments including research grant invoices across a range of departmental accounts and compile fully reconciled accounts. Code internal service charges and process expense claim forms; cheques and cash; pro-forma and invoice requests; casual payments; month end journals, etc.

• Process monthly accruals and journals.

• Work with the Departmental Manager and Management Accountant in relation to the quarterly budget reporting across the Department. Analyse and evaluate monthly financial performance for areas within the department; ensure that variances against set budgets are investigated and agreed solutions and corrective action implemented as required.

• Profile/phase budgets across all cost centres on a quarterly basis.

• Process the year end accruals and prepayments for the whole department.

• Advise and provide training and guidance to new members of academic staff on departmental and University financial guidelines and procedures as well as advice and training on monthly financial reports to those staff who need it.

• Provide advice and guidance to all departmental staff with regards to Procurement procedures and the appropriate University Finance Regulations.

• Act as the main Department Agresso user (Agresso expert) and advise other Agresso users in the department.

• Responsibility for an auditable financial system and housekeeping of both electronic and paper-based record systems/processes.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.

At a glance

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<tr>
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JOB DESCRIPTION

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<th>Qualifications</th>
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<tr>
<td>A general education to include three good passes at A level (or equivalent qualification) or relevant experience</td>
<td>Essential</td>
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<tr>
<td>AAT qualified (or working towards level 4 AAT) or CCAB Level 1</td>
<td>Essential</td>
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<tr>
<td>Degree in a related subject area</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
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<tr>
<td>Thorough knowledge/experience of accounting practices and management of accounting systems</td>
<td>Essential</td>
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<tr>
<td>Thorough knowledge of monitoring and managing budgets, authorising and reporting on expenditure against the budget</td>
<td>Essential</td>
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<tr>
<td>Knowledge of University of York financial regulations</td>
<td>Desirable</td>
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<tr>
<td>Knowledge of University of York financial systems: Agresso, YEP and Worktribe</td>
<td>Desirable</td>
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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Excellent organisational and interpersonal skills</td>
<td>Essential</td>
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<tr>
<td>Proven ability to review financial processes and procedures to ensure they remain fit for purpose and maximise efficiency – make recommendations for improvements and implement agreed changes.</td>
<td>Essential</td>
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<tr>
<td>Proven ability in effective budget and financial management, writing financial reports and producing management information / data</td>
<td>Essential</td>
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<tr>
<td>Ability to input and engage in the development of business and financial plans</td>
<td>Essential</td>
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<tr>
<td>Excellent communication skills, including the ability to explain complex and involved financial issues to non-specialist staff</td>
<td>Essential</td>
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<tr>
<td>High level IT skills; including word processing, email, spreadsheets and databases, with expertise in manipulating and interpreting complex data</td>
<td>Essential</td>
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<tr>
<td>A high level of attention to detail and accuracy</td>
<td>Essential</td>
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<tr>
<td>A flexible approach to tasks but working within specific regulations and protocol</td>
<td>Essential</td>
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<tr>
<td>Experience of delivering high quality financial support in a complex organisation</td>
<td>Essential</td>
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<td>Experience of producing management reports and analysing data for planning purposes</td>
<td>Essential</td>
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<td>Experience of delegating work and monitoring output</td>
<td>Essential</td>
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<tr>
<td>Experience of working within a regulatory framework and ensuring that local processes are compliant and in line with University procedures</td>
<td>Essential</td>
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<tr>
<td>Experience of managing a number of different budgets at any one time</td>
<td>Essential</td>
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<td>Experience of contributing towards service planning at an operational level</td>
<td>Essential</td>
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<td>Experience of dealing with a range of different stakeholders</td>
<td>Essential</td>
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## Personal attributes

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<tr>
<td>Flexibility and the ability to work independently within a constantly changing and often pressured environment and the capacity to react to changing work priorities</td>
<td>Essential</td>
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<tr>
<td>Excellent communication and interpersonal skills</td>
<td>Essential</td>
</tr>
<tr>
<td>Strong attention to detail and a methodical and structured approach to work</td>
<td>Essential</td>
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<tr>
<td>Willingness to learn and acquire new skills</td>
<td>Essential</td>
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The Finance Department is part of the administrative structure of the University. It comprises over 60 members of staff located around campus and is organised 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, 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 provide 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.

This role will be based in and providing support to the Department of Theatre Film and Television which was established in 2006. It is a highly innovative department, which brings together research, teaching and commercial activities in the fields of interactive media, film, television, and theatre. In September 2010, we moved into our new building, which has superb industry standard facilities for both production/postproduction and academic study. We currently have 31 academic staff, 20 professional support staff, as well as various staff attached to specific externally funded projects. We are still expanding rapidly, recruiting new staff, taking on new students and developing new degree programmes and research priorities. The academic staff include both leading scholars and award-winning industry professionals. There are currently some 595 students, with plans to expand with a new undergraduate degree and reshaping of our postgraduate degrees. The Department currently offers three undergraduate degrees, including the BSc in Interactive Media degree, and four taught postgraduate degrees, with further
THE DEPARTMENT

programmes under development, and has a thriving PhD programme bringing together students from across the department's constituent disciplines, with several working on practice-based projects.

The Department’s award-winning building is designed to professional specifications and is one of the best-equipped facilities of its type in the UK. Its theatre facilities include: a superbly equipped 200-seat scenic stage theatre (based on the Sheffield Crucible), a 120-seat black box theatre, two large rehearsal rooms which are equipped with lighting rigs and can therefore also function as performance spaces, workshops where full sets can be constructed, a suite of well-equipped dressing rooms, a laundry, and set and costume stores. The building also incorporates two television studios, post-production suites and recording studios, a 140-seat digital cinema with Dolby Digital surround sound as well as provision for satellite feeds (the cinema also doubles as a superbly equipped lecture theatre); and office space for staff and graduate students. The level of provision throughout the building is on a par with top commercial facilities and is among the best at any university in the UK.

Further information about the department is available at:
http://www.york.ac.uk/tftv
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 6849
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 27 July 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 Karen.jones@york.ac.uk

If you have any questions about your application, contact the HR Services team:
- recruitment@york.ac.uk
- +44 (0)1904 324835