Finance Assistant
Department of Music

Closing date: 20 August 2018
Interview date: 12 September 2018
Vacancy reference: 6898
INTRODUCTION

We have a vacancy for a part-time financial assistant in the Department of Music. The role includes general financial and administrative tasks as well as supporting the department manager. Responsibilities include processing expenditure and maintaining accurate records, liaising with instrumental tutors about tuition claims and student progress, and supporting the academic staff in clerical and outreach activities.
Main purpose of the role

To contribute to the day-to-day financial and purchasing operations of the Department of Music

Key responsibilities

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

- Deal with straightforward enquiries from departments, staff, students and external customers/suppliers
- Ensure accurate recording and processing of relevant financial transactions, including batching of cheques, cash counting and associated data entry
- Liaise with instrumental and vocal tutors and their students, use the online instrumental/vocal reports and payments system, ensure accurate claiming and reporting
- Enter electronic data into service-related filing systems, and file/maintain records
- Prepare and process department claim forms, invoices, payments, income and expenditure within required timescales
- Process petty cash, float replenishment, credit card payments and maintain electronic and paper records
- Process casual payroll claims using online system.
- Prepare and carry out online orders within budget limits via YEP and other systems e.g. Cucina
- Assist with compiling monthly accounts, fully reconciling to system
- Assist with analysis of accounts, code movements etc, when comparing to the relevant budget or forecast
- Assist with compilation of budgets, forecasts, previous spends and run rates, through discussions with budget holders

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>Grade 3 / £18,263 (reduced for part time working)</th>
</tr>
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<tbody>
<tr>
<td>Hours of work</td>
<td>Part Time / 18.5 hours a week (0.5 FTE)</td>
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<td>Contract type</td>
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# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
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<tbody>
<tr>
<td>A general education to include 5 GCSE passes at Grade C or above, or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<th>Knowledge</th>
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<td>Knowledge of routine financial practices and procedures in an administrative office</td>
<td>Essential</td>
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<tr>
<td>Interest in music and musical instruments</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>Ability to produce and interpret accurate reports using spreadsheets</td>
<td>Essential</td>
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<td>Ability to make efficient and effective use of standard office computer systems including word-processing and spreadsheets, including mail merge</td>
<td>Essential</td>
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<tr>
<td>Ability to effectively organise and prioritise own work and follow procedures, in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<tr>
<td>Ability to work independently to solve a range of straightforward problems relating to administrative processes</td>
<td>Essential</td>
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<tr>
<td>Ability to administer a petty cash system and monitor income/expenditure against a simple budget</td>
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<th>Experience</th>
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<td>Financial Experience i.e. Experience of processing claim forms, invoices etc.</td>
<td>Essential</td>
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<tr>
<td>Experience of working in an administrative role in a busy office within a university environment</td>
<td>Desirable</td>
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<tr>
<td>Working within a university Music department</td>
<td>Desirable</td>
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<tr>
<td>Working with music generally</td>
<td>Desirable</td>
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<tr>
<td>Experience of providing advice on straightforward administrative procedures to colleagues, students and external customers/suppliers</td>
<td>Essential</td>
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<th>Personal attributes</th>
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<td>Active listening and verbal communication skills</td>
<td>Essential</td>
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<tr>
<td>Works as a member of a team</td>
<td>Essential</td>
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<tr>
<td>Comfortable working flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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THE DEPARTMENT

The music department offers the opportunity to be part of many different activities and a very diverse working environment. We operate alongside the Sir Jack Lyons Concert Hall and its box office delivering a varied concerts programme throughout the year. There are many visitors to the department including seminar speakers, instrumental tutors, and world renowned performers.
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 6898
• Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 20 August 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 Catherine Duncan, Department Administrator at catherine.duncan@york.ac.uk

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

recruitment@york.ac.uk

+44 (0)1904 324835