Finance Assistant - Faculty of Arts and Humanities x 2

Faculty of Arts and Humanities

Closing date: 5 April 2019
Interview date: 9 May 2019
Vacancy reference: 7487
INTRODUCTION

Two new roles are being created to work in the Faculty of Arts & Humanities. The role holders will spend time in a number of departments, acting as the first point of contact for a range of financial queries and leading on a number of transactional duties such as raising purchase orders and the processing of invoices, payments, expenses and casual payroll. The role will have a crucial part to play in driving efficiency by identifying good practice in departments and harmonising processes across the Faculty.
Main purpose of the role

To co-ordinate and support the day-to-day financial & purchasing operations of the Arts & Humanities Faculty.

Key responsibilities

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

- Act as a point of contact and respond to a wide range of financial enquiries from staff, the Finance Department, external suppliers and credit card companies
- Monitor and process departmental income, expenditure and payments across a range of departmental accounts.
- Provide support to the faculty management accounting team, including completing month end accruals and prepayments templates and assisting with the phasing of budgets.
- Maintain an auditable financial filing system, accurately recording and processing financial transactions.
- Create purchase orders using the appropriate financial systems.
- Act as the main departmental Agresso user; run queries/reports and answer staff queries as required; carry out the finance functions and advise other Agresso users in the department; ensure effective housekeeping of the Agresso finance system.
- Process and code casual workers payroll claims including assisting with the checking their Right to Work, issuing contracts, booking tier 4 workers, allocating workers’ pay to the correct departmental workorder and dealing with queries from staff and students.
- Performing other duties not listed above that are consistent with the role and grade.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum of 5 GCSEs including English and Maths or equivalent</td>
<td>Essential</td>
</tr>
<tr>
<td>AAT Qualification or similar</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

### Knowledge

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thorough knowledge of administrative processes and procedures in a busy office environment within a large organisation</td>
<td>Essential</td>
</tr>
<tr>
<td>Sound understanding of financial processes and procedures, including accruals and prepayments</td>
<td>Essential</td>
</tr>
</tbody>
</table>

### Skills, abilities and competencies

<table>
<thead>
<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to handle day-to-day financial processes independently</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to communicate effectively, both orally and in writing, with a range of people from budget holders, credit card companies, the central Finance team, external suppliers and colleagues with financial queries</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to meet deadlines while maintaining good quality work</td>
<td>Essential</td>
</tr>
<tr>
<td>Good IT skills including ability to use Microsoft Office suite and Google Apps</td>
<td>Essential</td>
</tr>
<tr>
<td>Able to work effectively as part of a team and independently</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to manage own workload with minimum supervision</td>
<td>Essential</td>
</tr>
</tbody>
</table>

### Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of financial processing in a large organisation</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of working in Higher Education</td>
<td>Desirable</td>
</tr>
<tr>
<td>Experience of working with large financial systems (e.g. Agresso, YEP etc)</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

### Personal attributes

<table>
<thead>
<tr>
<th>Personal attributes</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committed to personal/professional development, including being keen to learn new skills, improve processes and adapt to new systems and processes</td>
<td>Essential</td>
</tr>
<tr>
<td>Motivated and proactive with a willingness to take ownership of actions</td>
<td>Essential</td>
</tr>
</tbody>
</table>
THE DEPARTMENT

This role will be part of the Arts & Humanities Faculty. In the last Research Excellence Framework, 4 out of 8 of our departments were placed in the top 5 in the UK in their respective disciplines. In the 2019 Times Higher World University rankings, the Faculty was placed 8th in the UK and 34th in the world.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 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 one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. 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 multiple 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.
THE UNIVERSITY

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 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](http://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 7487
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 5 April 2019

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 Andrea Linfoot-Potts (andrea.linfoot-potts@york.ac.uk)

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

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