Finance Administration Manager

Department: Finance

Hours of work: Full-Time/37 hours a week (flexibility available)

Contract type: Open

Salary: £34,308 - £42,155 a year/Grade 6 (reduced pro rata for part time working)
Main purpose of the role

The University’s Finance Department comprises a team of around 100 staff who produce the Annual Accounts, the University’s five year forecast and quarterly forecasts which are reported to the Board, Finance Committee and Council for consideration and approval. The team also produce management accounts for all the academic and professional service departments, capital projects and subsidiaries for consideration by the Planning Committee and the departments. Payroll, procurement, student fees and other cash receipts are all managed and resourced within the department. Finally, the University’s financial regulations, capital procedures, travel and expenses policies are managed by the Department. These activities, within a university with a turnover of over £400m, require highly skilled staff and an efficient and effective Finance Department.

This role will deliver operational support to staff in the Finance Department and be part of the Finance Senior Management Team. This operational support comprises HR, facilities management, operational finance, PA support and all other support required for the smooth running of the department. Working collaboratively with other staff inside and outside the department, they will be responsible for the provision of a highly professional, customer focused service that strives to support the department in the best possible way.

Key responsibilities

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

1. Role Specific Responsibilities

   ● Lead the administration team for the department
   ● Be responsible for delivering a responsive, proactive and high-quality operational support service for the department, encompassing HR (e.g. organising recruitment, probation, onboarding and offboarding, etc), facilities (space, IT and peripherals) management, operational finance (working with finance lead to identify under and over spends and available budgets over this year and the next 2 years), PA support and all other general administration (including staff training records and administration)
   ● Work closely with the Finance Senior Management team and other key stakeholders both within the department and across the wider University to identify and deliver projects to improve process and procedures and make sure that operational support continues to be fit for purpose
   ● Oversee the production of a wide range of departmental documentation and promotional media in both electronic and hard copy formats, including the governance arrangements for the Committees and Groups for which the Department has responsibility, this includes the timely production of proper minutes, agendas, paper distributions and terms of reference
   ● Manage all aspects of departmental visits and staff meetings

2. University of York Responsibilities for Grade 6

Service and Operational Delivery

   ● Oversee a responsive and proactive support service to ensure service expectations are met.
   ● Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
● Contribute to operational leadership teams and decision making to shape the nature and level of support services.
● Implement changes to the design and development of a service.
● Accountable for delivery of a service within a defined area or defined responsibilities.
● Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
● Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
● Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
● Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
● Ensure the review and improvement of systems and procedures in line with University frameworks.
● Review internal and external practice to identify opportunities for future improvements or efficiencies.
● Apply expertise to identify, understand and propose resolutions for issues or problems.
● Proactively identify opportunities for building personal knowledge and skills for self and others.
● Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution
● Provide advice to stakeholders in relation to complex policies, procedures and regulations.
● Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
● Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
● Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
● Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication
● Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
● Build relationships and networks internally and externally to build and update knowledge and skills.
● Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight
● Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
● Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
• Contribute to the creation or development of policy and procedures to take account of internal and external changes.
• Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

• Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
• Plan and manage longer term programmes of work, monitoring progress as required.
• Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
## Person specification

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Highly numerate, with an ability to interpret financial and other data, and decide on appropriate follow-on actions</td>
<td>Essential</td>
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<tr>
<td>Experience as a team leader in a higher education or other administrative context</td>
<td>Desirable</td>
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<tr>
<td>Experience with operational administration processes in the areas of HR, finance, PA support etc</td>
<td>Essential</td>
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### University of York Person Specification for Grade 6

#### Qualifications:

- Level 3 qualification. (Qualifications at this level include A levels. Please view the full list). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.  

#### Skills - demonstrates the ability to:

- Lead projects  
- Gather, analyse, interpret and report complex data/information  
- Use digital technologies including Google applications and/or Microsoft Office  
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools  

#### Behaviours:

- Works collaboratively with others  
- Delivers a quality service  
- Develops self and others  
- Actively champions respect, inclusivity, equality and diversity  
- Identifies and implements continuous improvement