Project Finance Officer

**Department:** Physics, Engineering & Technology

**Hours of work:** Full time/37 hours a week

**Contract type:** Fixed Term - 12 months

**Salary:** £27,131 - £33,314 a year
**Introduction**

This vacancy has arisen in the recently formed School of Physics, Engineering & Technology (PET) as it expands & needs more financial support. This is a full time post on a fixed term contract and is ideal for anyone seeking finance experience in a large organisation. We are currently operating a hybrid working arrangement with a minimum of two days spent on campus (pro rata for part-time staff). The remainder of the time can be worked at home or in the office.

**Main purpose of the role**

The Project Finance Officer provides operational financial support to the School of Physics, Engineering and Technology (PET) and manages the finances of the Fusion CDT and other projects. You will work within the School of PET under the supervision of the PET Finance Manager, providing financial support to both academics & professional support staff - see the School of [PET website](#) for more information about their work.

The PET Finance team currently consists of a Finance Manager and two Finance Assistants. The team supports the finance aspects of the teaching, research and other activities of the department, working particularly closely with grant holders and research students. This role is vital in ensuring compliance with financial regulations and keeping correct records for external funders.

**Key responsibilities**

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

1. **Role Specific Responsibilities**
   - Work flexibly across the School under the direction of the School Finance Manager or other senior finance staff.
   - Act as a point of contact and respond to a wide range of financial enquiries from staff, the Finance Department, external funding bodies and students.
   - Support in all financial aspects of studentships, including requesting student stipend payments, raising invoices and monitoring budgets.
   - Provide transactional support to the Finance Assistants in relation to expenses & general purchasing queries.
   - Management of General Purchasing Cards including setting up new cards & approving transactions on a monthly basis.
   - Provide financial support for the CDT programme including managing funding spreadsheets, partner invoicing, budget monitoring for students and support for the CDT Admin team.
   - Financial budget monitoring & forecasting support for research grants & general operating costs.
2. University of York Responsibilities for Grade 5

Service and Operational Delivery

- Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
- Deliver services to standards set by others, using initiative and independent action to meet service needs.
- Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.
- Where appropriate, solicit customer views on the nature and quality of the service provided.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- 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

- Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
- Contribute to and/or initiate the development and improvement of methods of service delivery.
- Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
- Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution

- Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
- Carry out investigations, searches and research information and data to identify trends and patterns.
- Analyse data and statistics and provide reports for higher level decision makers.
- Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
- Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
- Engage with external peers and specialists to exchange knowledge and information.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Collaborate with team members to identify and implement service improvements or alterations.

Governance and Oversight

- Implement and monitor recognised procedures to ensure compliance.
- Provide training to team members on procedure e.g. data handling and recording.
- Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.
Planning and Organisation

- Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
- Contribute to longer term plans/programmes of work.
- Plan and organise small scale projects.

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.
### Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>AAT Qualification or similar</td>
<td>Desirable</td>
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<tr>
<td>Ability to deliver clear, concise and appropriate financial and budgetary information to target audiences</td>
<td>Essential</td>
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<td>Sound understanding of financial processes, procedures and budgetary requirements</td>
<td>Essential</td>
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<td>Highly motivated and proactive with a willingness to take responsibility for actions</td>
<td>Essential</td>
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<td>Professional, helpful and approachable attitude with a diplomatic, confident and efficient manner in dealing with a range of people situations</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>Experience of working to tight deadlines while maintaining good quality work</td>
<td>Essential</td>
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<td>Experience of using Agresso</td>
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<td>Experience of working in University finance either centrally and/or within a department</td>
<td>Desirable</td>
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#### University of York Person Specification for Grade 5

**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:**

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

**Behaviours:**

- Works collaboratively with others                                          | Essential             |
- Delivers a quality service                                                 | Essential             |
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<th>Develops self and others</th>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
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