

JOB DESCRIPTIONJOB DESCRIPTION

Job Title: Faculty Senior Resources & Procurement Officer

Grade: SG6

Department: Greenwich Business School

Responsible to: Faculty Business Operations Manager

Responsible for: Faculty Finance Administrative Officer

Key Contacts: Head of Business Operations, Faculty Operating Officer, Faculty administrative colleagues, academic staff, students, external collaborators, Central University Finance colleagues

Standard Occupational Classification (SoC code): <<Please Insert>>

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

- To provide high level Finance support to the Faculty and its Schools
- Work with the senior operations team to develop and maintain robust administrative systems, processes and procedures across the Faculty.

KEY ACCOUNTABILITIES**Team Specific:**

- Work effectively as a member of the Faculty Operations Team taking a lead in Finance matters, supporting the Faculty Business Operations Manager.
- Manage the financial aspects of the Faculty's UK and overseas collaborations and TNE partners.
- Establish and maintain good working relationships in coordinating the delivery of an efficient Finance function.
- Identify improvements to the effectiveness and efficiency of service and take a lead in implementing these.

Generic:

- Work closely with the Faculty Business Operations Manager to manage, monitor and maintain the faculty budget.

- Monitor University data and reports, undertake analyses and take the lead in drafting materials for financial reporting purposes.
- Manage the finance and receipting processes, monitoring expenditure.
- Maintain accurate and up to date records.
- Prepare monthly and quarterly budget reports.
- Provide administrative and finance support to income generating activities across the Faculty (including research, continual professional development delivery and consultancy).
- Administer part-time contracts, liaising with Heads of Schools and Academic Portfolio Leaders regarding hourly paid staff requirements and special lecture payments for each academic year.
- Liaise with part-time staff, Human Resources and Payroll concerning details of appointment.
- Take initiative and lead on projects as required ensuring that work is organised and delegated according to individual abilities and that clear objectives are set.
- Liaise with University Finance as required, ensuring that central requirements and key deadlines are met.
- Work flexibly, providing cover and collaborative support to other colleagues in the Faculty Operations Team to meet variations in demand.
- Participate in wider Faculty activities where required such as Open Days,
- Graduation Ceremonies, Clearing.

Managing Self:

- Manage own workload.
- Work to deadlines and project plans
- Responsible for maintaining own continuous development.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

- Support and promote strong Health & Safety ethos to ensure the Faculty meets the requirements of the University H&S policy, including acting as a DSE Assessor, First Aider, Fire Warden as required.
- Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Greenwich Business School delivers the required level of service.

Freedom of speech and academic freedom:

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context or environment. The University's commitments to freedom of speech and academic freedom are set out in the [Freedom of Speech Code of Practice](#). In the event of any conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

KEY PERFORMANCE INDICATORS:

- Effective and efficient financial service.
- Timely delivery of key activities.
- Contribution to team ethos and effectiveness (measured by feedback from colleagues, students and key stakeholders both internally and externally).
- Working to tight deadlines to meet monthly invoice dates.
- Timely processing of staff expense claims.
- Faculty financial year end process running smoothly in accordance with the financial regulations.

KEY RELATIONSHIPS (Internal & External):

- Faculty colleagues, including other administrative and support staff, academics and researchers.

- Staff in Central Services across the University, including Finance and HR.
- External collaborators, consultants, examiners and other external stakeholders.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Extensive experience of financial administration within a large institution.
- Working in a supervisory role.
- Experience of using Microsoft Excel to manipulate numerical data.
- Experience of working to tight deadlines and time management.
- Experience of maintaining records and implementing systems/procedures.

Desirable Criteria

- Administrative experience in Higher Education or similar environment.
- Experience of using online central systems and packages.

SKILLS:

Essential Criteria

- High levels of numeracy.
- Proficiency with appropriate computing packages (eg Microsoft Office including excel).
- Excellent interpersonal skills.
- High level of proficiency in both written and oral English.
- Ability to communicate effectively at all levels.
- Ability to prioritise and manage own workload and delegate tasks appropriately.
- Ability to plan and manage projects effectively, ensuring that clear objectives are set.
- Analytical, systematic and organised approach to work.
- Excellent attention to detail and ability to maintain high level of accuracy.
- Ability to work well under pressure.
- Commitment to continuing professional development and desire to develop in the role.

- Ability to support the development of others.
- Ability to maintain confidentiality and deal discretely with a high level of financial probity.

Desirable Criteria

- Skill in working with varied levels of staff within a complex organisation.

QUALIFICATIONS:

Essential Criteria

- Educated to degree level or equivalent and/ or extensive relevant administrative experience.

PERSONAL ATTRIBUTES:

Essential Criteria

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- Proactive and collaborative with an analytical mindset.