

JOB DESCRIPTION

Job Title:	Faculty Finance Assistant	Grade:	SG4
Department:	Faculty Finance Office	Date of Job Evaluation:	
Role reports to:	Faculty Finance Officer		
Direct Reports			
Indirect Reports:			
Other Key contacts:	Faculty Finance Manager and Finance Administrators		
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 general administrative support to the Faculty Finance team.

KEY ACCOUNTABILITIES:

Team Specific:

- Work effectively as a member of the Faculty Administration Team to provide support to key activities under supervision of the Faculty Finance Administrators.
- Establish and maintain good working relationships in contributing to the delivery of an efficient finance support service.

Generic:

- Act as the first point of contact for visitors, students and staff.
- Contribute to providing a consistent, professional and welcoming service, including answering the telephone and directing queries appropriately.
- Provide assistance to colleagues regarding scanning, photocopying, printing, post, maintenance issues, catering, and other general administrative matters.
- Assist with preparations across the range of activities within your team in support of the key streams of work and finance functions.
- Provide support to small projects within your team and across the Faculty as required.
- Assist with record keeping and financial spreadsheets and contribute to ensuring that administrative systems function effectively.
- Work flexibly, providing cover and collaborative support to other colleagues in the Faculty Administration Team to meet variations in demand.

Managing Self:

- Responsible for maintaining own continuous development.
- Respond to queries in a timely manner.

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity 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.

Additional Requirements:

- On occasions, work outside of normal working hours to support Department and Faculty activities.
- Demonstrate a good understanding of customer service.
- May be required to work at other venues in the UK.

KEY PERFORMANCE INDICATORS:

- Effective administrative support.
- Timely production and delivery of work.
- Contribution to the team ethos and effectiveness.
- Enquiries responded to in a timely manner.

(measured by feedback from colleagues, students and key stakeholders both internally and externally)

KEY RELATIONSHIPS (Internal & External):

- Faculty colleagues, including other administrative and support staff, academics and researchers.
- Students and external callers to the Faculty Office.

PERSON SPECIFICATION

Essential	Desirable
Experience <ul style="list-style-type: none"> • Administrative experience • Working in a busy office environment Skills <ul style="list-style-type: none"> • Good working knowledge of Microsoft Office. • Good level of proficiency in written and oral English • Good communication skills including a pleasant reception and telephone manner 	Experience <ul style="list-style-type: none"> • Working in higher education environment Skills <ul style="list-style-type: none"> • N/A

- Ability to organise your own work and prioritise workload with minimal supervision.
- Ability to work accurately and maintain close attention to detail
- A clear understanding of good customer service.
- Ability to work well in a team
- Discrete approach and ability to maintain confidentiality.

Qualifications

- GCSE A-C grade in English and Maths or equivalent.

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

Qualifications

- N/A

Personal attributes

- N/A