

JOB DESCRIPTION

Job Title:	Finance Officer Part time (days to be confirmed)	Grade:	SG5
Department:	Pharmacy	Date of Job Evaluation:	August 2018
Role reports to:	School Administrative Manager		
Direct Reports	None		
Indirect Reports:			
Other Key contacts:			
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: This is a key post within the School, the primary function of which is to administer the School's finances and budgets, supporting the School Administrative Manager and Head of School in strategic planning by providing professional advice on all matters relating to the financial functions of the School. The principal aim of the role is to provide a professional service in all areas of financial administration in the School including research grant and enterprise support. The post-holder will be responsible to the School Administrative Manager (SAM). They will have budgetary control and will be responsible for the management of the School financial systems.

The post-holder is responsible for the School's various budgets. Reporting directly to the SAM, the post-holder is expected to work in accordance to the University financial regulations and policies and with a high level of autonomy.

KEY ACCOUNTABILITIES:

Team Specific:

School Budgets

- Set up and monitoring of budget accounts, tracking income and expenditure, ensuring that all items are correctly coded, carrying out budget reviews, as necessary;
- Monitoring and analysis of expenditure on staff accounts, studentships and part-time teaching, ensuring expenditure is in line with agreed budgets, highlighting any potential over-spend/high-cost areas of concern as well as analysing budget statements and making financial predictions;
- Reporting and providing monthly commentary on any variance between budget and actuals on budget statements. This will require detailed analysis of budgets and expenditure and an understanding of the associated implications;
- Provision of financial advice to the Head of School and School Administrative Manager on budget profile and revisions;
- Liaising with the University's central finance departments in regard to the School budget and participating in meetings relating to School finances where required, providing data to the SAM for high-level budget management and analysis.

Research Finance Administration

- Administration of research grants and contracts, advising staff on new applications and FEC in liaison with Research Services;
- Administration and oversight of the financial aspects of School bursaries, fees and scholarships in liaison with the Postgraduate and Research Support Officer and the University Scholarships office;
- Analysis of budgets and expenditure on all research grants and Enterprise tenders in liaison with grant holders and Kent Innovation and Enterprise, highlighting any potential overspend/high cost areas of

concern;

- Provision of financial information to grant holders, Director of Research, School Administrative Manager and Head of School;
- Supporting enterprise activity within the School;

Finance Support

- Management of month-end and year-end financial procedures;
- Provision of financial advice to academic, postgraduate students and support staff as required particularly with regard to University financial regulations and procedures;
- Development and monitoring of internal School financial procedures ensuring that these align with University policy and procedures;
- Oversight of the School usage of internal finance systems to fully utilise the purchasing and order approval systems;
- Provision of information for internal / external audit as required;
- Manage the staff development procedure
- Liaison with University Finance offices as appropriate;
- Authorisation of financial documents for payment and dealing with any resulting queries;
- Financial advice and support for School events;
- Preparation of contracts for hourly paid staff and irregular workers. Monitoring hours worked and undertaking checks of documentation needed in order to confirm eligibility and ensure compliance with UKVI regulations;
- To oversee the allocation of part-time teaching and marking duties to postgraduate students and casual / hourly paid staff to ensure workloads are in line with existing policies;
- Management of the processing of orders, chasing of suppliers, manage queries and record all goods that are received.
- Manage the school credit card

Such other duties, commensurate with the grading of the post, which may be assigned by the School Administrative Manager.

Generic:

Managing Self:

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity and Information Security;
- Ensure compliance with Health & Safety regulations;
- 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:

KEY PERFORMANCE INDICATORS:

KEY RELATIONSHIPS (Internal & External):

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Significant proven experience in financial administration • Experience of implementing financial procedures • Experience of managing complex budgets • Experience and understanding the manipulation of spreadsheets using Excel and/or relevant accounting software • Knowledge of Agresso or similar finance packages • Significant experience of accounting principles, concepts financial systems and procedures, both internal and external to the University <p>Skills</p> <ul style="list-style-type: none"> • Ability to communicate the meaning of the information contained in spreadsheets and databases to non-specialists • Ability to draw up budgets, to monitor expenditure against them and to offer advice in relation to financial planning • Excellent organisational skills with the ability to work to set deadlines • Accuracy and attention to detail • Ability to gather and analyse information and then make recommendations for action • A customer-focussed approach to work with the ability to deliver a high level of customer service to everyone the post holder is in contact with, at all levels <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to a degree level, or with equivalent qualification or experience <p>Personal attributes</p>	<p>Experience</p> <p>Experience of streamlining office systems and implanting new processes and procedures</p> <p>Experience of working in higher education administration or knowledge of higher education institutions</p> <p>Hold or be willing to undertake training to obtain a relevant professional accountancy or finance qualification</p>

- Strong interpersonal and communication skills
- The ability to handle confidential information and to exercise discretion and diplomacy
- Enthusiastic and self-motivated with a positive attitude
- Flexibility and the ability to respond positively to changing priorities in the work place
- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity