

Job Description for the Post of Finance Officer (Ref: CET08/6a)

1. **General Details**

Job Title:	Finance Officer
Location:	Faculty of Computing, Engineering & Technology
Normal workbase:	Stafford Campus
Tenure:	Permanent
Salary:	Grade 5 currently £21,459 - £24,877 per annum

2. **Job Purpose**

To provide administrative support to the Faculty's Business Innovation Support Team activities with an emphasis upon monitoring and administering financial systems and processes.

To maintain comprehensive records of all enterprise account records from conception to closure, ensuring financial probity during their lifetime.

To prepare and deliver various enterprise-related financial and performance based reports as required.

3. **Relationships**

Responsible to: Manager of Business Innovation Support

4. **Main Activities**

- To take overall responsibility on a day to day basis for the financial administration arrangements for research and enterprise projects including income and cost control for all related cost centres.
- To create and advise upon the production of Enterprise Project Forms (EPFs) for new and renewed income generating projects. To present EPFs to Faculty Consultancy Board with appropriate support cases.
- To ensure that project income is collected in a timely manner and that any proposed project expenditure matches original project plans. To report variances to line managers as appropriate.
- To prepare and monitor claims for income against specified projects, working with Financial colleagues to ensure that claims are prepared on a timely basis and that all relevant support evidence is collected.
- To monitor records of spending from 9 series projects in order to ensure that this is consistent against original projections.
- To check and certify all claims for staff payments arising from 9 series projects thus ensuring entitlement to recompense.
- To prepare data on the financial performance of cost centres and report this to meetings as required.
- To prepare and deliver monthly and year-end statements of financial performance and accruals requirements for the portfolio of projects.
- To undertake the day to day supervision of clerical support as allocated.
- To act as secretary to Consultancy Board including agenda preparation, minute taking and follow-up actions.
- To liaise with the internal partners and external businesses, and to act as 'first port of call' for clients, particularly in financial matters.

- To work with colleagues in Finance and other university wide teams within the team in order to deliver the requirements of the post in the most efficient manner.
- To contribute to the provision of administrative support in the Faculty as required.
- To work as a member of the Business Innovation and general Admin Support teams which will require the flexibility to support other faculty functions from time to time.
- To undertake any reasonable duties as requested.

5. Person Sought

Essential criteria

- Educated to HND level or equivalent, preferably including aspects of financial management
- Experience of demonstrable financial administration of major projects
- Experience of working in a provider/client environment
- Ability to liaise with a wide variety of staff within the Faculty of Computing, Engineering and Technology and University Services (including Financial Services and International Office), to enable the effective financial management of projects and administration of external income generation projects
- Ability to develop comprehensive knowledge and understanding of University requirements, policies and procedures related to the University's financial regulations and standing orders relating to contracts
- An ability to contribute to decisions related to administrative support arrangements for the financial management of enterprise and research within the Faculty of Computing, Engineering and Technology
- Proven experience of generating and administering financial records
- Proven ability to prepare and deliver financial reports to a range of meetings
- Proven ability to maintain accurate financial records using appropriate technology (for example, spreadsheets, databases etc) to support the activity of external income generation within the Faculty of Computing, Engineering and Technology
- Proven ability to meet deadlines under pressure
- Proven written and oral communication skills
- Excellent interpersonal skills
- The ability to work under his/her own initiative
- An attention to detail particularly when working with figures in providing accurate and timely financial information to senior managers
- An ability to use Personal Computers in the workplace for a range of tasks including spreadsheets, databases and presentation graphics (MS Office)
- Commitment to the University's mission and delivery of the University Plan
- A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable criteria

- Financial management experience
- Experience with Government funded initiatives

6. Special Conditions

This is a permanent, full time post working 37 hours per week.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 18 JUNE 2009

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1st August 2007 onwards:-

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.