

Job Description for the Post of Administration Assistant Finance (Ref: HE09/25)

1. **General Details**

Job Title:	Administration Assistant - Finance
Location:	Faculty of Health
Normal workbase:	Stafford
Tenure:	Permanent
Salary:	Grade 4 currently £18,117 - £20,938 per annum

2. **Job Purpose**

To provide effective financial administrative support to the Faculty in relation to processing of payments, monitoring project expenditure and generating invoice requests to ensure payment is received from funders.

To carry out duties adhering to financial systems and processes in line with Faculty and University guidelines and maintain comprehensive records of all expenditure and income for faculty activity, including externally funded projects.

To prepare financial based reports for Project leads and Finance & Resources Manager as required.

3. **Relationships**

Responsible to: Finance & Resources Manager

4. **Main Activities**

- To carry out day to day financial administration processes on behalf of the Faculty of Health including responding to financial queries from academics, project partners, Stakeholders and other internal University customers.
- To follow due process and create purchase orders from requests received from Academics and Project Leads within the Faculty. Give advice to colleagues where necessary on the appropriate course of action in relation to payment of invoices / generating invoices.
- To ensure that income is collected in a timely manner and posted to the correct Faculty / Project code in accordance with Faculty / Project budgets. This will be done via the production of accurate invoices. To report variances to line manager as appropriate.
- To prepare and monitor monthly Barclaycard reconciliation reports against Faculty expenditure working with financial colleagues to ensure that reports are prepared on time and that all relevant support evidence is collected.
- To monitor records of spending from Faculty expense codes in order to ensure that this is consistent against original budget projections.
- 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 undertake any reasonable duties as requested.

5. **Person Sought**

Essential Criteria:

- Experience of demonstrable financial administration of major projects
- Experience of working in an environment with stakeholders / external partnerships

- Ability to liaise with a wide variety of staff within the Faculty of Health, and University Services (including Financial Services), to enable the effective financial management of Faculty budgets and externally funded 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 projects and budgets within the Faculty of Health
- Proven experience of generating and administering financial records
- Proven ability to prepare complex financial information
- Proven ability to maintain accurate financial records using appropriate technology (for example, spreadsheets, databases etc) to support the activity of income generation within the Faculty of Health
- 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 Finance & Resources Manager
- An ability to use Personal Computers in the workplace for a range of tasks including spreadsheets, databases (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.

Date Job Description Revised

February 2010

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.

Please note that CVs will only be accepted in support of a fully completed application form.

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: 09 April 2010

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 and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and 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.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

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.

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 or building society 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:-

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)

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.

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.