Job Description – Finance Administrator

About the Role

The purpose of this role is to provide a professional administrative support and financial transactional service to the Business Partnering, Co-ordination and Unit teams. You will have good all-round administrative skills, be accurate, sensitive to confidential matters, with proven IT skills. You will also be a confident communicator and have excellent interpersonal skills in order to interact with staff at all levels.

Key Responsibilities

i. Responsible for checking expense claim forms (both online and hard copy forms) from Faculty staff including validating receipts, calculations and details and refer back to claimant should there be a query.

ii. Responsible for raising purchase requisitions on the University’s procurement system, ensuring University procurement policies have been followed.

iii. Project support to the Assistant Finance Business Partner in the implementation of University financial systems, including providing training to other Faculty staff.

iv. Acts as point of contact for staff in the Faculty regarding enquiries in relation to travel and subsistence, consultancy contracts and other financial and procurement matters. Liaises with appropriate contacts in the relevant Finance & Business Services teams and elsewhere to resolve queries.

v. Day-to-day contact with Contract Managers, Consultants, Resourcing Hub and Finance Staff Payments for contract details and corrections regarding payments to consultants.

vi. Provides assistance to the wider Business Partnering team in production and presentation of data relating to areas of Faculty business. This will involve working on own initiative and supporting others in accessing data, manipulating it and downloading into suitable formats.

vii. Provides assistance to the Assistant Finance Business Partner in preparing the budgets and forecasts of departmental and research grant expenditure.

viii. Works collaboratively with others in the Business Partnering team and makes an active contribution to the wider work of the team and the Faculty, including...
undertaking other such duties within the Business Partnering team as reasonably required.

Skills and Experience

I. Educated to GCSE Grade ‘C’ level or equivalent in Maths and English.

II. Administration experience in a financial administrative/office environment, with an awareness and understanding of financial processes and systems.

III. Excellent IT skills, including the ability to use Microsoft applications, particularly Excel, Word and Outlook to a minimum at intermediary standard.

IV. Excellent organisational skills in a busy environment and proven ability to prioritise workloads.

V. High level of numeracy and a methodical approach, including excellent attention to detail.

VI. Ability to handle confidential information appropriately, including an understanding of the principles of data protection and how to manage confidential records.

VII. High level of professionalism and confidence in oral and written communication skills, and ability to liaise with a range of staff at all levels.

VIII. Experience of working effectively in a team, building relationships and being supportive to team members, using tact and discretion when necessary.