Job Description – Finance Co-ordinator

Reports to: Assistant Finance Business Partner
Location: Milton Keynes
Grade: G6: £27,511 to £32,817

About the role
The purpose of this role is to provide a professional financial transactions service to the Finance Business Partners and unit teams.

This is a multi-skilled role which will cover all financial and management accounting transactional activities within specialist Business Partner teams.

Key responsibilities
• The central point of contact for advice on transactional procurement and financial unit activities.
• Lead support to designated areas across all end-to-end transactional procurement and financial system processes for income, expenditure forecasting, costings and financial monitoring.
• Lead support on key financial transactional areas (analysis, budgets, forecasts, reporting, statistics/analysis and procurement processes).
• Provide advice and guidance to university and unit budget holders on University financial process and approach, appropriate cost / pricing methodologies, reporting and authorisation processes.
• Activity or project support to assist with financial planning and approval and budget monitoring of specific specialist financial activities.
• Provide advice on university regulations and procedures including Year-End activities, validating and processing electronic journals.
• Investigate queries and variances raised, as appropriate, to ensure regulatory compliance and provide analytical insight.
• Management of financial systems for data accuracy and consistency in data information.
• Ensure compliance with relevant policies, procedures and university financial regulations, including GDPR when handling sensitive financial reporting and personal systems data.
• Adoption of best practices and implementation of continuous improvement.
• Support Unit invoice, PO and expense processing related to the procurement process.
• Covering for other Finance Co-ordinators in the Business Partner teams as required.
• Training and development of OU staff in finance process and systems as appropriate.
• Liaison with specialist finance support teams.

Skills and experience
• Ideally AAT Intermediate or equivalent.
• Recent and relevant experience in financial / procurement teams.
• Excellent communication and interpersonal skills.
• Costing / pricing / budget and forecast experience.
• Excellent attention to detail and organisational skills.
• Excellent Excel, financial systems and other Microsoft systems knowledge.
• Understanding of general financial processes.
• Able to support change and adapt to new financial systems and processes.
• Experience of financial reporting and analysis.