Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14385</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>IT Finance Coordinator</td>
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<tr>
<td>Reports to:</td>
<td>Head of IT Corporate Services</td>
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<tr>
<td>Salary:</td>
<td>£32,548 to £38,833</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
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<tr>
<td>Grade</td>
<td>GR7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>12 month FTC</td>
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<tr>
<td>Working hours:</td>
<td>37 hours per week, Monday - Friday</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday 22 February 2018</td>
</tr>
<tr>
<td>Type of application:</td>
<td>Full application with covering letter &amp; CV</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Glyn Bailey</td>
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</table>
2. Summary of duties

**IT Corporate Services** is a cross-functional, non-technical support team for IT. The team strengthens and supports all areas of IT and its focus is on governance, support, collaboration and quality of service.

The main areas of focus for Corporate Services are: Procurement, Finance, HR, and Senior Management Support.

IT Corporate Services also support strategy development and delivery, staff engagement and development and work with other areas of the University to develop better ways of working.

The Finance Co-Ordinator works within the IT Corporate Services Team and provides financial control and Administration support across IT.

**Key activities include:**

- Providing financial information to IT management.
- Contributing and reporting on the strategic progress of the unit against the business plan.
- Co-ordinating the annual budgeting process, PRO and Unit planning.
- Recording, monitoring and reconciling income and expenditure, including forecasts and year-end.
- Regularly reviewing, updating, communicating procedures and administering any financial advice or training to colleagues across IT.
- Liaising with the Open University’s finance department, and other departments across the university with any financial matters.

**Key responsibilities are:**

- To develop strong links and working relationships with Senior Management within IT and colleagues in the University’s Finance team.
- To be the first point of contact on finance and budget matters within the unit, giving advice, guidance and direction to operational managers, Senior Management and budget holders to ensure they comply, control and meet their financial performance responsibilities and deadlines, as set both by IT and the University.
- To respond to specific University requests for data and information relating to IT, as required.
- To co-ordinate the collection collation, analysis and dissemination of management information relating to IT activities to be included in the monthly performance MI and KPI reports and contribute to quarterly and year-end forecast commentaries.
- To produce compliant and accurate financial reports to specific deadlines.
- To provide support to planning and budgeting activities including forecasts and Year end.
- Conduct business studies on past, future and comparative performance and develop forecast models; identifying trends, advising and recommending actions to the IT Exec team.
- Maintain Financial Trackers at Unit level, including carrying out reconciliations to the General Ledger and conducting regular meetings with senior management, devolved budget holders and the PMO to ensure forecasts are up to date.
- To co-ordinate the budget-setting and forecasting processes for non-staff budgets and assist with staff budgets, working with the full range of budget-holders in the Unit and the Unit Accountant.
- To regularly review, update, communicate and disseminate appropriate financial timetables, procedures and administer any required training on financial systems.
- To process external and internal payments, maintaining appropriate records and reports in accordance with the financial timetable.
- To monitor the usage of IT budgets throughout the year, and to take action as necessary to ensure appropriate levels of expenditure. To assist with finding solutions where additional expenditure is required above the budget allocated.
- To allocate and supervise finance work as required within the IT Corporate Services Team.
- To undertake ad hoc tasks involving the provision of financial information relating to IT, including additional reports for VCE throughout the budget year as required.
- To provide backup for the team’s recruitment activity for internal and external vacancies and...
consultant contracts, being aware of OU policy, good practise and legal requirements.

- To assist with the support for staff in IT Division with regard to Training requests, expense claims, merit awards, overtime, stationery orders and other admin tasks as appropriate for the grade and experience.

3. Person specification

**Essential**

**Experience and qualifications**

AAT or equivalent, or work experience at a comparable level.

Experience of working in a finance function.

Experience of financial analysis, reporting and forecasting and actuals, both at department and project level.

**Technical Skills**

Ability to analyse numerical data.

**Specific Skills**

Experienced in Financial management and budgetary control.

Excellent organisational and administrative skills.

Experienced at disseminating/communicating information to a variety of stakeholders.

**Interpersonal Skills**

Ability to support and achieve collective goals as part of a team.

Ability to generate and build good working relationships within IT and the University. Influencing and obtaining support for initiatives requiring a collaborative group effort.

A Commitment to achieving deadlines – ‘A can do’ approach.

**Other Skills**

Excellent problem solving skills and an ability to take the initiative and ownership.

Advanced IT Skills email, spreadsheets, word processing and the Internet.

Ability to work with sensitive/confidential data.

4. Role specific requirements e.g. Shift working

None
5. About the unit/department

INFORMATION ABOUT INFORMATION TECHNOLOGY (IT)

The Higher Education sector in England is undergoing dramatic change as institutions adjust to serious reductions in state funding for teaching and students have to bear more of the cost of their education. As well as these cost drivers, the entry of more private providers to the sector and the increasing consumer power of high fee-paying students will put a premium on service delivery and cost efficiency. In turn, this will throw emphasis on the development of robust, efficient, enterprise-scale IT systems to increase efficiency and customer choice.

Information Technology provides and supports all central University IT services and is responsible for the institution's Technical Infrastructure. In addition to this service and support provision, it develops systems to support the business requirements of the organisation.

The IT Delivery function is responsible for the delivery of enhancements and new solutions which support the University’s key strategic priorities. The main systems encompass enquirer pre-study, student registration and payment, study experience, curriculum management, University administration (e.g. Finance, HR and payroll), management information and data analytics, contact centre support, telephony and many others. IT Delivery Managers work with teams of Analysts and Developers who are responsible for developing and maintaining systems for particular business areas.

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Catherine.taylor@open.ac.uk:

If you have any questions regarding the application process please contact Glyn.Bailey on 01908 653285 or email: IT-recruitment@open.ac.uk

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Midday 22 February 2018</th>
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</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td></td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Mrs G Bailey</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Address:</td>
<td>Walton Hall</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6AA</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:IT-recruitment@open.ac.uk">IT-recruitment@open.ac.uk</a></td>
</tr>
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### 8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Catherine Taylor</th>
</tr>
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</table>
| The other members of the interview panel will be: | Keisha Beale-Wilson  
Mark Emmanuel |
| The interviews will take place on: | TBA |
| The selection process for this post will include | TBA |

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.