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>14071</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Finance and Operations Assistant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Planning and Resources Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£22,214 - £24,983</td>
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<tr>
<td>Terms and conditions:</td>
<td>Secretarial and Clerical</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Fixed Term Contract until 31 July 2018</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>26 October 2017 at 5:00pm</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long Application form, Covering letter (max 2000 words)</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>2</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Helen Jackman</td>
</tr>
</tbody>
</table>
2. Summary of duties

Main duties

- Responsible for checking expense claim forms (both online and hard copy forms) from Faculty staff including validating receipts, calculations and details and refers back to claimant should there be a query. Refers to Planning and Resources Manager where appropriate.
- Liaising with appropriate contacts in the Finance Division and elsewhere to resolve queries.
- Provides Project support to the Planning and Resources Manager in implementation of University financial systems, including becoming a super-user and providing training to other Faculty staff.
- Acting 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.
- Responsible for ensuring that RTW (Right to Work) documents are obtained from Contract Managers and processed on the University’s Consultancy system. Creates non-staff consultancy contracts on the University consultancy system and distributes contracts to consultants.
- Ensures that all staff consultancy contracts are authorised by the appropriate Faculty staff and sent to HR for creation.
- Responsible investigating anomalies when made aware.
- Day-to-day contact with Contract Managers, Consultants and Finance Staff Payments for contract details and corrections regarding payments to the consultants.
- Travel Bookings for staff.

Other Duties

- If required, responsible for the production, co-ordination and collation of documents required by the Planning and Resources Manager.
- In the absence of the Planning and Resources Manager, deals with urgent matters on her behalf, using initiative and discretion.
- Supports the Planning and Resources Manager, in designing training sessions and materials for Faculty staff in areas of resource management, and if required, provides face to face training sessions.
- Provides assistance to the Planning and Resources Manager, in procurement and presentation of data relating to areas of Faculty business. This will involve working on own initiative and supporting others in accessing data and manipulating it into suitable formats.
- Maintaining and updating procedures and information sheets relating to responsibilities of the post.
- Updating the team intranet page.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

- Educated to GCSE Grade ‘C’ level or equivalent in Maths and English;
- Good standard of literacy, numeracy and general education.

Knowledge, work and other relevant experience

Essential:

- General administration experience in an administrative/office environment;
- Excellent IT skills including the ability to use Microsoft applications, particularly Excel, Word, Outlook to a minimum at intermediary standard;
• Ability to handle confidential information appropriately, including an understanding of the principles of data protection and how to manage confidential records;
• Evidence of the ability to solve problems, using information from a variety of sources to aid analysis;
• Knowledge of and commitment to the principles of improving diversity and equal opportunities within the work environment.
• Experience of working in relevant financial environment as well as using financial systems relating to activities such as expenses, consultancy or producing financial information;

Desirable:
• Experience of working for a Higher Education Institution.
• Experience of updating webpages.

Personal abilities and qualities

Essential:
• Excellent organisational skills in a busy environment and proven ability to prioritise workloads;
• Ability to work to deadlines under pressure without compromising quality;
• Excellent attention to detail;
• Experience of working effectively in a team, building relationships and being supportive to team members, using tact and discretion when necessary;
• Good communication skills and professionalism and confidence in communicating information through both written and oral means to a range of staff at all levels;
• Good interpersonal skills, including the ability to persuade and influence others in a constructive way;
• Flexible, adaptable and responsive to changing duties and working practices.

Desirable:

4. Role specific requirements e.g. Shift working

5. About the unit/department

Faculty of Wellbeing, Education and Language Studies
Organised as three schools, the Faculty works across a range of disciplines including education, childhood and youth, health and social care, youth work, social work, languages and applied linguistics, nursing, and sport and fitness. We have an innovative approach to teaching and learning, develop collaborative partnerships with employers and other institutions, and engage in cutting edge, action oriented and internationally recognised research.

The Faculty is based in Milton Keynes and in national offices with our Student Support Team will be located in Nottingham. The majority of our 35,500 students are in the UK, but the Faculty also has students in the Republic of Ireland, Continental Western Europe and elsewhere in the world. The Faculty’s curriculum comprises programmes at undergraduate, Masters and doctoral levels.
Our three Schools are:

- Education, Childhood, Youth and Sport
- Health, Wellbeing and Social Care
- Languages and Applied Linguistics

Professional Services

Professional Services is the administrative hub of the Faculty, providing specialist and dedicated support to the schools. Areas include:

- Faculty Administration
- Curriculum Support
- Research Excellence

Comprising of the Executive Dean, Associate Deans, administrative and support staff, Professional Services manages the Faculty’s curriculum planning, module production and presentation; specialist IT support; finances; human resources; and cross Faculty management of the Research Excellence activities.

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 Avril Tarry on +44 (0) 01908 858870 or email: avril.tarry@open.ac.uk.

If you have any questions regarding the application process please contact Helen Jackman on +44 (0) 1908 332247 or email: wels-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>5:00pm on 26 October 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td></td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Helen Jackman, Staffing Co-ordinator</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>WELS Staffing Team</td>
</tr>
</tbody>
</table>
| Address:                                                     | Room 116 – 118 Horlock Building  
Walton Hall  
Milton Keynes |
| Post Code:                                                   | MK7 6AA                  |
| Or e-mail your application to:                              | Wels-recruitment@open.ac.uk |
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
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</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
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</tbody>
</table>

| i | 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. |

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