### 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>14330</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job title:</strong></td>
<td>Treasury Finance Systems Officer (Interim)</td>
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<tr>
<td><strong>Reports to:</strong></td>
<td>Head of Income and Cash Management</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>£22,214 - £24,983 per annum</td>
</tr>
<tr>
<td><strong>Terms and conditions:</strong></td>
<td>Secretarial and Clerical</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>5</td>
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<tr>
<td><strong>Duration of post:</strong></td>
<td>Fixed Term Contract 2 Years</td>
</tr>
<tr>
<td><strong>Working hours:</strong></td>
<td>37 Hours Per Week</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Milton Keynes</td>
</tr>
<tr>
<td><strong>Closing date:</strong></td>
<td>12 Noon Thursday 25 January 2018</td>
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<tr>
<td><strong>Type of application form accepted:</strong></td>
<td>A full application form and a covering letter setting out how you meet the person specification.</td>
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<tr>
<td><strong>Number of referees required:</strong></td>
<td>Two, including existing employer.</td>
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<tr>
<td><strong>Unit recruitment contact:</strong></td>
<td>Charlotte Boughton</td>
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</table>
2. Summary of duties

Main Purpose of the Post

The Post holder will support the other members of Treasury Finance Systems with their responsibilities.

Description of Duties

Treasury Systems

- Organise and maintain electronic filing in line with OUSBA’s strict Data Retention Policy.

- Maintain and update all legislative documentation held within the operating system and regularly review the FAQ section of the website to ensure it is up to date and accurate, including day to day maintenance of Document production and print servers.

- Act as a point of contact for issues relating to external system suppliers such as Pan Credit, Equifax, Experian, Epay and BAC’s.

- Assist with the release of regular updates including fast tracks within the operating system and integrating them into the OU and third party systems. End to end testing of system updates, ensuring that all functions are working as expected and there are no detrimental effect on the system. Liaise with Pan Credit on any issues identified. Ensuring they are adequately understood to enable these to be resolved and short term interim solution provided where required.

- Assisting with project initiation documents, specifications, workshops, statements of requirement and reviews. Actively participate in User Acceptance Testing and production, this will include working with external providers and OU IT to integrate OUSBA’s software.

- Ensuring documentation is consistent and up to date.

- Assist with creation and delivery of the monthly updates to Third Party Credit Reference Agencies.

- Assist with updating and maintain of internal Helpdesk manual that can be shared with Pancredit

- Assist with maintenance and update of spreadsheets for teams reporting into Head of Income and Cash Management, including banking, insurance and logs.

- Assist with maintenance and update of databases for teams reporting into Head of Income and Cash Management.

- Part of the team that is responsible for ensuring that the following daily and weekly tasks are completed in a timely manner and all necessary actions are undertaken— 5 Bank accounts, WorldPay, Pan (control, suspense, creditors, debtors), load interface journal to Ross General ledger. Ensure Pan student record reflect CIRCE data. Checking refunds, the student is due a refund and the values are correct.

- Assist with key back office functions. e.g.: complex reschedules. Unwinds, corrections to fee waivers from the OU. Transfer monies between agreements. Assisting the OUSBA front line agents with understanding of customer transactions.

- System setup – set up new nominals, transaction types, update data table i.e.: course codes and maturity dates.

- Minute taking as required.
• Generation of information on agreements that require transfer to OUSBA’s legal agents e.g. advise OUSBA management of files ready to go to legal and prepare files to transfer the data to legal agents. Identify payments and fee waivers received on these agreements and advise the legal agents as required. Apply legal charges to the relevant agreements.

• Liaising with external system support team, monitoring of the issue log and reporting new incidents to the system support team.

• Cover for OUSBA’s System Support Officer – insight file, document production process on Pan Credit, run Dashboard reports in his absence.

• Assist with the release of regular updates including fast tracks within the operating system and integrating them into the OU and third party systems.

• Part of the team that control user access and change request documentation to ensure compliance with both external and internal audit requirements.

• Part of the team that ensures The OU operating system accurately reflects OUSBA’s student information.

• Any other duties appropriate to the grade and as required by the manager.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

Essential
Educated to GCSE level or equivalent (including Maths & English).

Desirable
Computer studies qualification.
Book Keeping and or Accountancy qualification.

Knowledge, work and other relevant experience

Essential:
• Good attention to detail, accuracy and timeliness.
• Ability to work under pressure and to tight deadlines.
• Ability to cope with and prioritise a variety of tasks.
• Good organisational skills.
• Good interpersonal skills and telephone manner.
• Knowledge and application of IT skills, including use of email, word processing, databases and spreadsheets.
• Particularly competent use of spreadsheets.
• Good oral and written communication skills
• Appreciation of the need for strict confidentiality and maintaining high standards of security.
• Knowledge of consumer credit
Desirable:

- Experience of working in a financial environment.
- Work experience that involves the maintaining of accurate records, preferably in a large organisation.
- Experience of communicating with a wide range of people.
- Work experience of handling own correspondence.
- Experience of working in a busy organisation where crucial deadlines need to be met.
- Experience of working in an environment where confidentiality and security are paramount.
- Detailed knowledge of consumer credit.
- Experience of writing VBA.
- Experience of documenting systems and work flow.
- Understanding of Oracle SQL.
- Experience of working in an IT environment.
- Experience of communicating complex information to frontline staff.

Personal abilities and qualities

Essential:

- Aptitude for problem solving.
- Aptitude for figures.
- Ability to work independently and as part of a team.
- Ability to cope with job rotation.

4. Role specific requirements e.g. Shift working

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5. About the unit/department

The Finance Division provides accounting, procurement and commercial legal services to the University, helping to make best use of resources and fulfilling statutory responsibilities.

The Division has an open and supportive ethos.

The Finance Division is responsible for the overall running of the finances of The Open University under policies approved by Council on the recommendation of the University’s Finance Committee. It operates under the Financial Regulations with which all units, staff and subsidiaries must comply.

The Division is headed by the Finance Director, and organised into three sections:

- Directorate
- Accounting Services
- Treasury Services

The Open University has a global budget of £420m.
ABOUT THE ACCOUNTING SERVICES TEAM

The section is responsible for providing accounting information and support to the University and its budget holders, for preparing the annual financial statements and for providing commercial legal services.

- Accountants and lawyers support a highly devolved budget holder structure
- Accountants have high profile contact outside the Division
- Accountants are involved in internal meetings of the units they support
- Accountants support institutional financial modelling, unit financial planning, budget setting, monitoring and reporting
- Accountants provide advice on VAT and other taxation matters in conjunction with the Taxation Manager
- Accountants manage the financial relationships with subsidiary companies
- Accountants and lawyers draft, review and negotiate contracts for services provided by the University

The Accounting Services Team is a dynamic, well motivated group who operate in a team-working environment combining professionalism with informality. Individual accountants enjoy considerable autonomy in doing their jobs, with significant personal responsibility and authority.

ABOUT THE TREASURY SERVICES TEAM

The University processes a large volume of financial transactions and the Treasury team seeks to achieve this accurately in a timely and cost-efficient manner. The team seeks to maximise working capital and invest available financial resources with financial institutions in a way that protects capital and generates a reasonable return. The Procurement Department procures goods and services in the most cost effective manner and where necessary in accordance with current EU Procurement Directives. The payroll department processes the University’s payroll for all full time staff, Associate Lecturers, most worldwide staff and subsidiary company staff. This department also administers travel and subsistence claims. The pensions team sit alongside the payroll team. Treasury Services also ensures compliance with VAT regulation and completes and submits VAT returns, and manages the University insurance.

The section also incorporates the OUSBA team who have direct contact with our Students relating to their loan arrangements.

The team comprises a range of committed staff providing an invaluable service to other staff and Units within the University and we take pride in providing a high quality service.

As an employer, the University offers a wide range of sporting and cultural facilities and activities, and both the University and the Division have active social programmes. The University also offers its employees the opportunity to study its courses free of charge (subject to certain conditions).

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 please contact Paul Green, Head of Income and Cash Management (p.j.green@open.ac.uk)

If you have any questions regarding the application process please contact Charlotte Boughton – c.a.boughton@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>12 Noon Thursday 25 January 2018</th>
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<tbody>
<tr>
<td>Post it to:</td>
<td>Finance Division</td>
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8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Paul Green, Head of Income and Cash Management</th>
</tr>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>To be advised</td>
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<tr>
<td>The interviews will take place on:</td>
<td>To be advised</td>
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<tr>
<td>The selection process for this post will include</td>
<td>To be advised</td>
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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.