University of Nottingham
UK | CHINA | MALAYSIA

Job title	Finance & Administration Manager	Job family and level	Administrative, Professional and Managerial Level 4
Department	Bio-Support Unit (BSU)	Location	All BSU locations, incl. Medical School & Sutton Bonington

Purpose of role

To undertake the essential financial, administrative and supervisory duties required for this cost recovery business unit that operates in a stringent legislative environment. To provide specialised administrative support to the Director of BSU as well as advice and support to all members of BSU staff, research colleagues and external clients.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	**Financial overview** ▪ Proactively provide specialist financial advice and support in relation to all financial matters in accordance with operational requirements and University regulations, including: budget setting, calculating charges, providing estimates for services provided. ▪ Contribute to, analyse, and interpret monthly and year-end reports; provide detailed analysis of BSU income and spend through interrogation of the University's financial software; provide and discuss reports with the Director as required. To be responsible for ensuring that month and year-end procedures are completed in line with University guidelines including supervising other staff involved in these procedures. ▪ Ensure that the order processing and cost recovery function is undertaken effectively and accurately. ▪ Debiting project accounts directly via relevant financial software or by raising external invoices in order to recover BSU costs.	40%
2	**Ensure delivery of core administrative functions** ▪ Planning and managing the operation of the BSU administration team; allocation of work and responsibilities to members of staff and ensuring that work is carried out and performed to the required quality standards. ▪ Provide support to several confidential committees/meeting groups, including agenda setting and minute taking in accordance with University guidelines. ▪ Training, development and support of administrative staff, ensuring appropriate knowledge of finance software and compliance with University financial regulations.	30%

	▪ Managing staff performance and holding regular one-to-one meetings; contributing to annual staff reviews. ▪ Ensuring compliance with GDPR.	
3	**Ordering and procurement** ▪ Liaison with suppliers and advising on purchasing, raising purchase orders and granting approval up to fixed values. Subsequent entry of goods received and analysis of costs. ▪ Negotiation with existing and future suppliers to agree prices/annual increases (in conjunction with the Procurement Department and Director of BSU). Sourcing of potential new suppliers/products, ensuring best value for money and compliance with University financial regulations.	30%

Person specification

	Essential	Desirable
Skills	- Ability to meet financial objectives of a cost recovery business unit. - High level of competence in using financial software, databases, and Office 365 applications - Excellent planning and organisation skills; able to set own priorities in conjunction with team and area objectives; able to quickly identify what is important and act accordingly. - Excellent written and verbal communication skills with the ability to convey information and requests in a clear, meaningful, and effective way. - Able to develop collaborative relationships with internal and external clients. - Able to deal with sensitive issues in confidence. - Proven skills in the effective training and management of people; able to motivate and lead.	- Able to fully utilise Agresso software functionality. - HTML programming qualification/experience.
Knowledge and experience	- Understanding of financial and accounting procedures and regulations. - Knowledge and experience of preparing and managing budgets. - Advanced knowledge and experience of financial software. - Experience of working within a busy office environment. - Experience of providing advice to customers and colleagues and responding to queries of a financial nature. - Proven organisational and analytical/problem solving skills. - Knowledge of GDPR guidelines. - Experience training, managing, and leading people.	- Experience within the Higher Education sector. - Experience improving operational management systems, processes and best practice.
Qualifications, certification and training	Degree/HND in a relevant subject, or equivalent qualification and experience in a related role, or a proven track record and extensive relevant work experience that demonstrates practical and theoretical knowledge of financial and administrative processes.	- Formal accountancy qualifications. - Supervisory and/or management training. - Lean Six Sigma qualifications. - Project management qualifications.

Statutory, legal or special requirements	▪ Satisfactory basic disclosure obtained from the Disclosure and Barring Service.	▪ Knowledge of the Animals (Scientific Procedures) Act 1986.

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

Line manager	Director of BSU
Role holder	**Finance & administration manager**
Key stakeholder relationships	Direct reports / Managerial and technical teams / Research colleagues & external clients