



Job title	Senior Finance Assistant	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Financial Management	Location	Varied

Purpose of role

Senior Finance Assistant (based in Financial Management Department comprising approximately 90 staff) will be based in one of seven Finance Support Offices of the University.

The role holder will be responsible for a number of finance processing and monitoring tasks in the team (4-10 staff), providing a high level of customer service to service users and working closely with finance managers and other colleagues. Financial support will aim to cover research, teaching and other activities (e.g. project management will include R*, A*, S* and other project types).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Business performance management</p> <ul style="list-style-type: none"> Responsible for creating, updating and reviewing financial reports to ensure that budgets at project level are not overspent and all transactions are bona fide. Investigate anomalies, provide solutions, respond to queries; identify more complex queries to refer to finance managers. Check ATFs against pay budgets and raise queries if necessary before approval. Provide costings to business units for operating projects and research grants in line with differing funding body rules, using relevant University systems such as RIS; approving final grant costings/applications for research. 	20%
2	<p>Supporting the preparation of management and year-end accounts, forecasts and budgets</p> <ul style="list-style-type: none"> Understand and coordinate the month- and year-end processes to ensure that all tasks are completed to timetable. Acquire information and documentation from business units for performing calculations, reconciliations, accruals and pre-payments. 	15%

	<ul style="list-style-type: none"> • Input amendments into the accounting systems and maintain supporting records to satisfy the requirements of auditors. 	
3	<p>Finance transactions</p> <ul style="list-style-type: none"> • Take complete responsibility for the effective and efficient completion of the some of the following tasks covering operating, research and other projects • Accounting transactions – obtain supporting records, perform calculations and process in the relevant business system. • Project administration – ensure that expenditure is bona fide, compliant with terms and condition of funding and within budget; reports are submitted on time; issues are resolved; liaise with other departments (e.g. RGS) as required; communicate with budget holders. • Expenditure processing in line with the University’s processes. • Income processing in line with the University’s processes. • Bulk transaction processing – check, verify and upload journals into the accounting system. • Allocation and management of postgraduate support funding to students and supervisors in line with the relevant business unit policy and external grant conditions. 	20%
4	<p>Financial administration</p> <p>Take ownership of some of the tasks below:</p> <ul style="list-style-type: none"> • Finance-related research pre- and post-award administration of grant applications and projects. • Purchasing – convert requisitions into orders, process purchase orders, GRN and send invoices to the Payment Centre. • Cash handling in line with the University’s processes. • Expense processing via Concur. • Queries – review and provide solutions in a timely manner. • Travel booking arrangements and payment in line with Procurement policies. • Casual staff – facilitate the process of setting up and paying casual workers. 	20%

	<ul style="list-style-type: none"> Additional administrative and finance tasks are required by the team and the department. 	
5	<p>Supervision and training</p> <ul style="list-style-type: none"> Provide supervision, guidance and support to more junior colleagues within the team. Educate staff on the use of the accounting system and train more junior team members to complete finance tasks in line with policies and procedures. Occasionally act as a deputy in the absence of the Team Leader, advising and supporting team members and service users across the full range of finance-related activity. 	5%
6	<p>Customer needs management and networking/liaison with other teams and professional service departments</p> <ul style="list-style-type: none"> Establish good communications and regular contact with key staff in business units. Work closely with colleagues in other departments (e.g HR, RGS, SPP, etc.) and provide expert guidance on financial policies and procedures. Provide a high level of customer service to business units as measured via customer feedback and assessed through the PDPR process. 	5%
7	<p>Ensure compliance and effective financial control</p> <ul style="list-style-type: none"> Manage financial systems to ensure accurate recording in compliance with relevant accounting policies and standards. Produce and review exception reports to identify areas of non-compliance. Keep up-to-date with accounting, regulatory and University developments to ensure compliance. 	5%
8	<p>Personal and professional development and training</p> <ul style="list-style-type: none"> Identify, highlight and address development needs to ensure continuing professional development and the necessary experience by attending relevant courses. Communicate and share best practice. Proactively identify new opportunities and work with management to develop solutions. 	5%

9	Other responsibilities <ul style="list-style-type: none"><li data-bbox="384 293 1078 331">• Any other duties as appropriate to grade and role	5%
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Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Proven ability to communicate successfully with staff at all levels ▪ Proficient IT skills with MS Office, financial and other business systems ▪ Ability to define and manage own priorities and work flexibly and effectively under pressure to meet demanding and sometimes conflicting deadlines ▪ Ability to explain complex finance concepts in layman terms ▪ An appreciation of the need to maintain accuracy, and the ability to proactively check work. ▪ Understanding of budgetary control processes and the principles of devolved budget management ▪ Good analytical and problem-solving skills 	<ul style="list-style-type: none"> ▪ Knowledge of: <ul style="list-style-type: none"> -higher education sectors -University decision making with a detailed knowledge of University structures and procedures ▪ Advanced MS Excel user
Knowledge and experience	<ul style="list-style-type: none"> ▪ Understanding of fundamental accounting principles and transactions ▪ Application of financial/business processes and controls ▪ Practical experience in managing budgets ▪ Delivery of excellent customer service ▪ Use of accounting software packages 	<ul style="list-style-type: none"> ▪ Management and improvement of finance processes in a large/complex organization ▪ Understanding of research grant administration and management processes.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ AAT qualified or ▪ A broad substantial relevant experience in finance 	<ul style="list-style-type: none"> ▪ AAT qualified



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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others



