UNIVERSITY OF LEICESTER

Job Summary

Job Title: ECS Finance Administrator
Grade: 4
Salary: £25,697 - £27,241 per annum
Department: ECS – Campus Services – Support Services
Hours/Contract: Permanent Full Time/35 hrs per week, Hybrid working
Job Family: Community & Operations
Reference: 13775

Role Purpose

To work collaboratively within the Support Services team to provide financial support across all Estates & Campus Services areas, encompassing responsibilities such as invoice processing, accounts receivable, cashiering, and general ledger account reconciliations.

Resources Managed

As a member of Multi-Disciplinary team. You will contribute to the processing of procurement requests, payment of invoices, and debt recovery for departments managing funds exceeding £100 million. Your duties will involve the use of:

- University finance systems
- Maintenance of finance and procurement records
- Ordering financial provisions for University departments
- Serving as the DPE/DITC contact for the division

Main Duties and Responsibilities	% Time
• Monitor all forms of incoming communication, including email, telephone, and postal correspondence, and prioritise requests to ensure timely completion of daily, weekly, and monthly requirements for both internal and external stakeholders.	15
• Manage accounts receivable and undertake debt collection duties to support divisional income collection activities.	15
• Process invoices for payment on behalf of the division, ensuring accuracy and compliance with relevant guidelines.	15
• Raise and approve purchase orders as DPE in accordance with the University's procurement policies and procedures.	10
• Handle month-end and year-end accruals, and clear financial commitments throughout the financial year.	10
• Reconcile financial figures across multiple systems, ensuring alignment with SAP financial data.	10
• Ensure departmental financial provisions are available upon request, following established University procedures and standards.	5
• Maintain and update the staff procurement list for the division.	5
• Ensure financial provisions are in stock and distributed to relevant departments/ college finance contacts.	5
• Collaborate with departmental colleagues within the division to support financial reporting requirements.	5

Athena Swan Silver Award · Race Equality Charter Bronze Award · disability confident LEADER · LGBT+ 2020 - 2021 AWARDEE ORGANISATION · Stonewall DIVERSITY CHAMPIONS

• Provide general departmental finance administration support and DITCs tasks for divisional staff.	5

Internal and External Relationships

Internal

- Team- Daily
- Line Manager – Daily as required
- Colleagues and University departments who use services and who provide additional support such as central finance/ systems teams.

External

- Customers
- Suppliers
- Councils
- Stakeholders
- Visitors

Planning and Organising

- Organise and correctly prioritise own work in line with departmental KPIs
- Meet deadlines for key financials dates throughout the Academic financial year.
- Carry out simultaneous tasks when required.
- Ensure all standards and regulations are observed when carrying out tasks.
- Regular meetings with fellow team members and manager.

Qualifications, Knowledge and Experience

Essential

- GCSEs at grade 4 or above, or a BTEC Level 3 qualification, or equivalent*
- Proficient in Microsoft Office*
- Experience of working in a Multidisciplinary Team*

Desirable

- Experience in a Financial role within the HE sector
- AAT or similar NVQ Level finance certification
- Experience of working in a Higher Education (HE) environment

Skills, Abilities and Competencies

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Essential

- Outstanding customer service skills
- Strong numerical ability and proficiency in reconciling financial data across systems*
- High level of accuracy when entering data*
- Ability to collaborate effectively and maintain professionalism within a team environment*
- Responsiveness in meeting the legitimate needs of both customers and colleagues, demonstrating sound interpersonal skills and good judgement
- Professional demeanour, punctuality, and a consistently positive approach to ensure the highest standard of service is provided at all times

Desirable

- Working knowledge of SAP financial systems
- Experience in a similar finance or administrative role
- Demonstrated success in implementing basic accountancy procedures
- Basic understanding of Health and Safety procedures within a workplace environment

Criteria to be used in shortlisting candidates for interview

Criminal

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

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Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.