

Job Title: Finance Assistant

Grade: 4

Salary: £24,250 to £26,338 per annum pro rata

Department: College of Life Sciences, Finance Hub

Hours/Contract: Part-time (0.8FTE, 28 hours per week), or job share considered, Permanent

Job Family: Management and Administration

Reference: 11609

Role Purpose

Working within the College Finance Hub, provide comprehensive finance administrative support to staff and students within College departments.

To review and approve purchase orders raised by end-users within departments, ensuring that they are compliant with departmental requirements, procurement policies and University financial regulations.

Working with clinical teaching schools to support the financial administration of clinical placement, training, simulation and infrastructure.

Main Duties and Responsibilities

To provide a comprehensive purchasing support service to staff and students working in departments and schools within the College of Life Sciences:

Using an extensive knowledge of the Smarter Purchasing system within SAP and the Science Warehouse on-line catalogue, review and electronically approve requisitions for the purchase of goods and services.

Review electronic purchase orders using excellent organisational skills and meticulous attention to detail, to ensure that:

- Orders are prepared by end-users in an appropriate manner
- Purchases are coded to the correct accounts
- The VAT status of the order is appropriate
- There are sufficient and appropriate funds available in relevant budgets within research grants, studentship accounts and departmental accounts
- The procurement policies of the University have been adhered to
- Appropriate safety approval procedures have been carried out

Respond to a wide variety of queries and requests for information relating to purchasing from members of the departments, suppliers and other offices of the University e.g. Accounts Payable, Procurement.

Carry out the reconciliation of monthly purchase card statements, often dealing with complex departmental transactions, to ensure compliance with University regulations relating to purchase card account administration.

To ensure a record of all purchasing activity is maintained, according to the University's financial regulations and for auditing purposes. Maintain accurate filing of finance records on a day-to-day basis.





To carry out a range of processes to support the work of the College Finance Hub:

To raise external University sales invoices and other related documentation, as requested, ensuring that income is correctly coded with respect to accounts and VAT status.

To assist with travel bookings for staff and postgraduate students, including conference registrations, associated accommodation, travel and insurance. To process expense claim forms for staff, students and visitors.

With guidance from senior staff in the team, develop an extensive knowledge of all budgets pertaining to departments. Produce reports to support the strategic monitoring of budgets, through a formalised monthly reporting process and disseminating this information to members of departments.

Calculate proportions of invoices and charges to be allocated to accounts within departments, as required. Undertake internal recharging and journal transfers between accounts.

Assist with financial year end procedures and consolidating outstanding commitments on research grants to facilitate final claims for funds by the Research and Enterprise Division (RED).

Provide assistance to Operations Managers and senior staff in reconciling, monitoring and managing a large number of accounts, resolving numerous financial queries including analysis and interpretation of accounts to ensure University regulations are followed.

Finance Hub team members at this level will also have responsibility for supporting clinical elements which may include (but are not limited to) supporting payments for student clinical placements (e.g. GP Academies).

Internal and External Relationships

Internal:

- Close liaison with other members of the College Finance Hub regarding financial support for departments and service delivery.
- Regular contact with members of staff and students in departments regarding purchasing requirements and procurement processes.
- Liaison with colleagues in the University Finance division e.g. Accounts Payable team (supplier and invoicing queries), Finance Systems team (SAP access queries), Tax Office (tax coding queries) etc.
- Contact with the College Accountant and Assistant Accountant regarding departmental budgets and studentships etc., as required.
- Liaison with members of staff in CTS (Central Technical Services) regarding queries relating to goods inwards, goods receipting and return of incorrect deliveries.

External:

Liaison with suppliers of goods and services regarding product availability, delivery schedules and a wide range of issues including invoicing queries.

Planning and Organising





Organise own time to ensure that the finance support service is managed efficiently and meets the needs of the departments and that all requests (including urgent requests) can be dealt with effectively.

Organise own schedule to ensure that invoices queries are dealt with in a timely manner.

Plan (up to several weeks ahead) to ensure that work is prioritised correctly and that purchase orders, invoices and all queries relating to these, are dealt with in a timely and efficient manner.

Qualifications, Knowledge and Experience

Essential

Either

- Academic or vocational qualifications (NVQ 2/3, 5 GCSE passes at grade C or above including Maths and English, City and Guilds or equivalents) plus practical work experience in a relevant role*

Or

- Relevant work experience in a comparable setting*

PLUS

- Proficient user of Microsoft Office, Outlook and the internet*
- Working knowledge of a financial software system e.g. SAP*

Desirable:

- Experience of using an electronic purchasing system and Science Warehouse or similar electronic catalogue
- Experience of working within a Higher Education (HE) setting

Skills, Abilities and Competencies

Essential

- Good oral and written communication*
- Excellent numeracy skills*
- A proven ability to work with accuracy and attention to detail*
- Good record keeping ability
- A proven ability to organise and prioritise own workload and to work with minimum supervision
- Ability to be flexible and use own initiative to deal with urgent tasks
- Ability to work independently and as part of a team

Desirable:

- An understanding of the financial regulations applicable to a HE institution

****Criteria to be used in shortlisting candidates for interview***





Criminal Declaration

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 expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

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

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 equity 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 equity, diversity and inclusion.

