



Job Title: Utilities Assistant (Job Share)
Grade: 4
Salary: £20,092 x 0.4286 FTE
Department: Utilities & Carbon within Estates & Digital Services
Hours/Contract: 15 hours Part Time 0.4286 FTE Permanent
Job Family: Community & Operations
Reference: 4008

Role Purpose

This is Job Share Post (15 hours per week). The role requires you to assist the Carbon and Energy Team in validating, correcting, managing and analysing the utility (electricity, gas, heat, steam, water and sewerage) data from utility management systems. You will also provide comprehensive utility financial reporting to Estates Finance Business Partners by working within the Commercial Performance and Projects Team one day a week.

Resources Managed

Energy Department

Gas £979k
 Electricity £2,800k
 Heating £1,253k
 Water/Steam/Sewerage £1,530k Rates
 £755k Carbon Reduction Commitment
 £364k Biomass & Other £29k

Main Duties and Responsibilities	% Time
<p>Principal Accountabilities: To assist the Carbon and Energy Management Team and Estates Finance Business Partners in delivery of the University’s utilities consumption and cost management:</p> <ul style="list-style-type: none"> Assist the Head of Carbon and Energy Management and Estates Finance Business Partners to provide monthly cost management figures for budget monitoring purposes and producing the annual budget, including Utility accruals. Process monthly Utility Recharges (Example: HPC, College Court, Air monitoring, banks, etc.). Issue utility debtor invoices to third parties e.g. QE College Carry out monthly and annual utility reporting for VAT, accruals, EMS (focused on energy, water and carbon), Carbon Saver Standard (equivalent) renewals, behavioural change project and other reporting that may arise in the future. Energy compliance data gathering for Carbon Reduction Commitment, Energy Efficiency Schemes, Display Energy Certificate, Energy Performance Certificate, Air Conditioning Inspection and other future regulations. Provide utility data to external parties such as University Hospitals of Leicester (UHL) checking profile and submit data via spreadsheet, submit meter readings for Feed-in-Tariff, finance/engineering/building consultants, etc. Carry out utility metering data analytics to provide comprehensive management (including financial) information. Using metering software, carryout meter reading/consumption data checks for both Residential and Non-residential properties across the Estate, checking data collection, running hourly data profile and checking for anomalies. 	60





<ul style="list-style-type: none"> • Raise any metering data issues with the metering system provider – Energy Metering Technology (Databird Software) and Utilatas (eSight Software), utilities technician and other Estates and Campus Services staff as required. • Set up and maintain weekly benchmark reports as agreed with the Carbon and Energy Team. • Import/Input monthly utility contracts (half-hourly electricity, non-half-hourly electricity, Gas, heat, steam and water) into eSight Software to performance energy management functions such as bill validation, cost and consumption analysis, etc. • Order Biomass and other fuels as requested by the Estates and Campus Services Teams. • Generally, assist the Head of Carbon and Energy Management in maintaining the Utility software systems, and being involved in any system upgrades when needed. <p>To process all Utility invoices in a timely fashion: Ensure approximately 300 monthly invoices are processed efficiently and within the terms of the contract with individual companies:</p> <ul style="list-style-type: none"> • Ensure all invoices are coded correctly, copied, filed and authorised. • Ensure the invoices are sent to Accounts Payable as Direct Entries to achieve the payment terms of 21 days. • Carry out monthly utility bill validation against utility contracts and consumption data from and using Databird/eSight software. 	40
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Internal and External Relationships

<ul style="list-style-type: none"> • Regular contact with the Head of Carbon and Energy Management, Utilities Technician and Estates Finance Business Partners regarding Utilities. • Liaison with Utility companies and energy brokers on a range of issues including invoicing queries. Liaison with members of staff within the University regarding queries e.g. invoice approval. • Close liaison with colleagues in the University Finance department e.g. Accounts Payable regarding invoice payments and Direct Payment queries. • Close liaison with other members of the Commercial Performance and Projects Team regarding matters of utility finance management and service delivery
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Planning and Organising

<p>Organise own time to ensure that Utility systems are managed efficiently and meets the needs of the department and that all requests (including urgent requests) can be dealt with effectively.</p> <p>Organise own schedule to ensure that invoices queries are dealt with in a timely manner.</p> <p>Plan (up to several weeks ahead) to ensure that work is prioritised correctly and that invoices and all queries relating to these, are dealt with in a timely and efficient manner</p>
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Qualifications, Knowledge and Experience

<p>Essential Either</p> <ul style="list-style-type: none"> • Academic or vocational qualifications (NVQ 2/3, 5 GCSE passes at grade C or above, City and Guilds or equivalents) plus practical work experience in a relevant role* <p>Or</p> <ul style="list-style-type: none"> • Extensive relevant work experience in a comparable setting* • Proficient user of Microsoft Office, (including Outlook) and the internet* • Evidence of a working knowledge of a financial software system e.g. SAP* <p>Desirable:</p>





- Experience of using SAP, or similar finance system.
- Experience of working within a HE, or other public sector, 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.
 - Assertive nature to ensure adherence to financial processes.
- A proven ability to organise and prioritise own workload and to work with minimum supervision.
- Tenacious approach to ensure tasks are driven through to completion in a timely fashion.
- Ability to be flexible and use own initiative to deal with urgent tasks.
- Willingness to attend training courses to enhance knowledge and understanding of Carbon and Energy area
- Ability to work independently and as part of a team.

Desirable

- An understanding of the University's financial regulations

****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.

Equality and Diversity

We believe that equality, 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.

