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| JOB DESCRIPTION | | |
| **Job title**: Finance Operations Administrator | **Accountable to**: Finance Project Manager | |
| **Contract length:** Permanent | **Hours per week**: 35 | **Weeks per year**:52 |
| **Salary**: £30,777 - £37,468 | **Grade**: 3 | |
| **Service**: Finance | **Location**: Kings Cross | |
| **Purpose of the Role:**  This role will work closely alongside Finance colleagues as well as giving you exposure to wider University stakeholders at all levels.  The post includes an engaging mixture of responsibilities, ranging from operational and administrative support to the Finance Leadership team, through to taking a leading role in Finance internal engagement work. The postholder will be responsible for maintaining the Finance internet site, writing internal communications and newsletters, as well as organising Finance all-staff events. In addition, you will be responsible for managing the Finance training provision provided across the University. This includes creating and maintaining video content, preparing training guides, arranging and co-ordinating in person training sessions and providing course booking reporting. | | |
| **Main Duties and Responsibilities**  **Administration and Operations**   * Support the Director and Associate Directors of Finance as required. Duties may include providing administration support, diary management, room bookings, arranging meetings, taking actions and decision notes that are written up and circulated. * To provide organisational and administrative support to projects and initiatives that involve Finance in the development and implementation of any new technologies and processes aimed at supporting and/or enhancing the Finance service within the University * Provide the Finance Leadership Team with support for the recruitment of Finance staff, this will include coordinating interview dates, room bookings and supporting documentation. * Complete new supplier requests in ABW (The Finance MIS) when required for the Finance department. This includes gathering all the required documentation to create the new supplier. * Raise requisitions and complete goods receipting as requested. * Manage the Finance device and equipment assets, ensuring Digital and Technology are aware when devices need to come under device refresh, responsible for allocating devices to new starters and ensure laptops are reimaged before being passed to another member of the Finance team. As required, liaise with the UAL IT department to purchase additional laptops. * Support change by managing and conducting testing of new and existing functionality when required fully documenting test results prior to user acceptance testing. * Provide Finance Administration and governance for the Matrix desk and room booking system as required.   **Engagement and Communications**   * Generate regular and engaging communications and announcements including a regular newsletter on behalf of Finance. * Own the finance induction and onboarding plans used for new Finance starters, keeping it current with the latest information, including mandatory and recommended Finance training * Liaise with key Finance stakeholders to maintain the Finance organisation chart each month, ensure the Finance Department distribution email list and the Finance Department Teams site are up to date with the relevant finance staff. * Organise, communicate, and facilitate Finance all staff briefings, staff awaydays and events, to include any venue and equipment hire, invites, catering and the co-ordination of speakers and presentations.   **Website**   * Enhance and maintain the Finance Intranet pages, ensuring information is presented effectively and is current. Liaise with the UAL Communications department on a regular basis to ensure Finance is aware and prepared for any technical and format changes that may impact the way the University provides on-line information. * Support Finance in ensuring the finance intranet website pages provide a good user experience, content is engaging, up to date and appropriate for the audience. * Monthly, liaise with the Internal Communications Team to add a news story to Canvas of Finance staff new starters and leavers. * Work with the Finance department and identify which current physical forms can be moved online using UAL’s software solution Gravity.   **Training**   * Liaising with both internal and external training providers, manage, promote and co-ordinate all Finance training courses, ensuring they run effectively, efficiently and to capacity. * Develop and maintain the Finance Business Systems video training guides ensuring they are accurate and up to date and follow UAL branding and accessibility guidelines using Adobe Premier. * Working with Finance internal and external stakeholders, develop and maintain current, relevant, and practical financial training materials and guidance notes using the appropriate modes of communication and software to support the learning experience, ensuring they suit the different needs of budget managers and finance staff throughout the University as well as comply with the Finance Standing Orders, and provide best practice in the interpretation of procedures and finance computer software. * Manage the Finance Training email inbox, responding to staff queries in a timely manner. * Produce half-yearly training KPI reporting to the Associate Director of Finance: Academic Finance and Business Development   **General**   * To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University * To undertake health and safety duties and responsibilities appropriate to the role * To work in accordance with the University’s Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work * To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University’s Planning, Review and Appraisal scheme and staff development opportunities * To personally contribute towards reducing the University’s impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 -2022) * To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness * To conduct all financial matters associated with the role in accordance with the University’s policies and procedures, as laid down in the Financial Regulations * To ensure compliance of the General Data Protection Regulations 2018 (GDPR) | | |
| **Key Working Relationships**   * Director of Finance * Associate Directors of Finance * Central Finance Department * UAL Communications Dept * Head of Departments and Leaders from University Colleges. * Third Party Suppliers, contractors, Account Managers | | |
| **Specific Management Responsibilities**  Budgets: N/A  Staff: N/A  Other (e.g. accommodation; equipment): | | |

**Job Title:** Finance Operations and Engagement Administrator **- Grade:** 3

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| Person Specification | |
| Specialist Knowledge/  Qualifications | * Degree in any humanities subject or equivalent working experience * Thorough knowledge of Office programmes: Word, PowerPoint, Outlook, Teams, SharePoint and Excel * Adobe suite including Photoshop, Illustrator, Premier Pro and InDesign (desirable) * Website video capture software (Desirable) * Knowledge of Finance Information Systems (Agresso/ABW) (Desirable) |
| Relevant Experience | * Strong organisational and administrative experience (Essential) * Experience of diary management, arranging meetings for large numbers of people and communicating to large numbers in a clear and well-articulated format. (Desirable) * Experience of minute taking and distributing them in a timely manner that is clear to all. (Desirable) * Experience of setting up IT equipment for training courses and preparing training materials, quick reference guides and video clips. * Experience with handling confidential matters in a professional and discreet manner. (Desirable) |
| Communication Skills | * Communicates effectively orally and in writing/ or using visual media adapting the message for a diverse audience in an inclusive and accessible way. (Desirable) * Ability to develop internal networks, actively seek to build productive and enduring relationships between teams to strengthen working relationships and foster collaboration, influence events or decisions. |
| Student Experience or Customer Service | * Provides a positive and responsive student/customer service. |
| Planning and managing resources | * Plans, prioritises and manages time effectively to achieve agreed objectives within set timescales. |
| Teamwork | * Works collaboratively in a team and in a matrix structured organisation and where appropriate with different departments and professional groups. |
| Creativity, Innovation and Problem Solving | * Uses initiative or creativity to resolve problems |