

Financial Planning & Analysis Intern (Fixed Term)

Job Ref: REQ240232

This vacancy is open only to current Loughborough University students seeking a placement opportunity.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Finance Office has around 45 personnel who deliver financial support to the University.

Teams within the department include Financial Planning and Analysis, Financial Accounts, Tax, Procurement and Financial Systems. The teams operate together to cover all aspects from transactional finance through to the development of the University's long-term financial plan and delivery of the £320m+ per annum revenue budget.

Job Description

Job Grade: Administrative Services Grade 3

Job Purpose: To support the Financial, Planning & Analysis team in providing proactive, professionally qualified support, guidance and analysis to support the management of devolved and University level budgets and forecasts. The post holder will support general administrative and business-related duties within the Financial, Planning & Analysis team and, where time allows, support other related improvement projects.

Job Duties

1. Assist the Financial, Planning & Analysis team in the production of reports, analysis and presentations in order to provide clear and useful information to Finance Office colleagues, budget holders and University senior management.
2. Assist the Financial, Planning & Analysis team in preparing and maintaining staff expenditure forecasts for Schools and Professional Services
3. Provide support and advice to key Finance led projects, including data driven analysis.
4. Respond to requests for support from the Financial, Planning & Analysis team on any financial, statistical or administrative matter relating to the monitoring and reporting of the financial position of the University.
5. Support the Financial, Planning & Analysis team in a range of transactional tasks including the loading and tracking of budget /forecast changes, processing of journals, allocating costs etc. so that the general ledgers are correctly updated and maintained. Identifying areas where changes in process can lead to efficiencies.

General Administration and communication

1. To respond to basic enquiries from finance colleagues.
2. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post
3. To ensure compliance with relevant University policies and procedures
4. To undertake any training and development deemed appropriate for the position.

Functional Contacts

1. All colleagues within the University Finance team
2. Other professional services departments within the University
3. Other members of staff from time to time, be required.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of Financial Management.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a busy finance environment	1,3
	Experience of establishing and maintaining accurate electronic records	1,3
	Experience of working individually and as part of a team	1,3
	Experience of working in a busy office environment	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment	1,3
	Able to work under pressure and keep to deadlines	1,3
	Able to plan, prioritise and work independently with minimal supervision	1,3
	Excellent interpersonal, organisational, oral and written communication skills	1,3
	Able to deal with a variety of people in a professional manner	1,3
	Able to work with accuracy and attention to detail	1,2,3
	Able to maintain confidentiality	1,3
	Good practical IT skills including Microsoft Office and Outlook diary management	1,2,3
	Experience of and ability to work within a confidential environment appropriately	1,3
Training	Demonstrate evidence of having undertaken further training	1,3
	Adopt new procedures as and when required	1,3
Qualifications	GCSE Grade C or equivalent in English and Mathematics	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1,3
	Experience of operating within a high-performance team and achieving performance metrics	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems e.g., Agresso and Microsoft Office modules (Excel, PowerPoint, OneNote)	1,3
	Understanding and knowledge of relevant legislation e.g., Data Protection Act, Freedom of Information etc.	1,3
	Fundamental understanding of process improvement	1,3

Conditions of Service

The position is **FULL TIME** for a **FIXED TERM** for 12 months. Salary will be on Administrative Services Grade 3 £21,254.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>