

Finance Intern (Fixed Term)

Job Ref: REQ250228

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As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 50 personnel who deliver financial support to the University.

Teams within the department include Financial Accounts, Financial Planning and Analysis, 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 £300m+ per annum revenue budget.

Job Description

Job Grade: Administrative Services Grade 3

Job Purpose: To support a number of activities across Finance, providing the intern with varied experience whilst supporting key periods and activities in the Finance calendar. The role holder will be deployed in different areas of Finance during the year providing support for:

- Forecasting of salary and associated costs to support forward planning of the University's Financial commitments, position and expected outturn.
- Provision of analysis, reports and management information to assist the teams with proactive budgetary support to designated Schools,
- Administration of the commercial and student debt ledgers, including billing and collection of debt from students, tracking of overdue debt, success of collection activities and resulting cash flow impacts
- Purchasing and procurement processes, including reporting and investigating process compliance, as well as purchase invoice processing and related duties.
- Project work, as assigned

Job Duties

The role will include performing a selection of the following duties, depending on the area of Finance that the intern is deployed at that time.

Finance Business Partners and Financial, Planning & Analysis teams

1. Assist the teams 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. Respond to requests for support from the teams on any financial, statistical or administrative matter relating to the devolved budgets under management.
3. Support the teams in a range of transactional tasks including management of invoices, processing journals and allocating costs, so that the general ledgers are correctly updated and maintained
4. Assist, under supervision, in the preparation of information required by Financial Accounting colleagues for the closure of accounts and preparation of financial statements.
5. Support in preparing budget uploads to the Finance System.
6. Assist in the provision of transactional level evidence to support external reporting returns.
7. Assist the Financial, Planning & Analysis team in preparing and maintaining staff expenditure forecasts for

Schools and Professional Services

8. Provide support and advice to key Finance led projects e.g. purchasing exception reporting, analysing spend data to identify areas of non-compliance

Accounts Receivable

1. Administration of the commercial and student debtors' ledgers, including raising of invoices, customer account creation and credit control of accounts via email, telephone or liaison with external agencies
2. Assist and support students via email or over the telephone. This will include taking payments via PDQ or advising on alternative means of payment
3. To carry out general student administration using the LUSI database and Agresso financial platform to maintain and update student records
4. Investigate and resolve discrepancies in the University's student ledgers, writing-off or the arranging of adjustments on our student ledgers where necessary, making reasoned decisions on debts in sensitive circumstances
5. To act as a point of contact for all commercial partners and students, assisting with queries and providing information, and general advice and guidance, in a timely and effective manner. To work independently and use own initiative when dealing with unexpected problems and emergencies, referring more complex problems to the appropriate school or department or manager
6. Upload and maintenance of electronic financial files
7. Monitoring and maintenance of generic finance email accounts
8. Assist in the general administrative and business requirements for the main debtors' ledgers

Procurement and Accounts Payable

1. To be responsible for the accurate posting of supplier invoices including matching to appropriate purchase orders and goods received notes.
2. To be proactively involved in all aspects of the Accounts Payable process, including supplier account maintenance and supplier payments.
3. Assist and support suppliers and internal customers, via email or over the telephone, providing consistent advice and excellent customer service. Provide advice over how to comply with University purchasing regulations whilst facilitating the requirement.
4. Collate, check and post expenses claims. Including basic tax review, dealing with queries, processing of claims and performance monitoring. Also ensuring cash advances are appropriately controlled.
5. Ensure that the Administration of the Purchasing Card process operates effectively with risks minimised.
6. Assist with supplier payments, either during the weekly payment runs or with one-off payments (including foreign accounts).
7. Create and maintain supplier records, including accurate management of supplier bank details in line with policy.
8. Perform retrospective reviews to identify instances of non-compliance, taking action or escalating as necessary.
9. Prepare reports and other materials, using standard and some non-standard formats and software. Identify trends from data on claims, activities and spend and use to inform recommendations for University policies and operational changes.
10. Ensure that administrative systems and processes that support procurement are running effectively and efficiently, including responding to queries about purchasing from devolved stakeholders.

Other projects

1. To undertake project work within Finance as directed by line manager or other assigned member of the Finance team. Example projects within this scope of this role may include contributing to improvements to processes within Finance, or developing new processes related to other duties.

Administration

1. Maintenance of performance indicator reports
2. Assist with postal duties on a rota basis
3. Where necessary assist with posting and reconciliation of bank receipts and cash handling duties
4. To liaise and assist colleagues in the various schools and departments within the University

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include

dealing primarily with students and staff, but will also include external organisations and individuals

2. To undertake general clerical duties such as photocopying, filing, scanning and post duties
3. 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
4. To ensure compliance with relevant University policies and procedures
5. To undertake any training and development deemed appropriate for the position by line manager.

Functional Contacts

1. All colleagues within the University Finance team
2. All line managers and support staff within relevant Departments
3. Other professional services departments within the University
4. 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 Accounts Receivable Manager and Senior Business Partner .

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.

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/>