

FINANCE ASSISTANT

This position is part time 0.6FTE (22.2 hours per week, preferably worked over 5 days) and open ended

Job Ref: REQ250955

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School Summary

[Loughborough Business School](#) is an integral part of Loughborough University's learning offering, covering the disciplines of business, management, finance, accounting and economics. Guided by the ethos of '[Progress with Purpose](#)', our forward-thinking approach to research and teaching empowers staff and students to drive change, both within and beyond the University.

We are a high-ranking university in national league tables and Loughborough Business School also holds triple accreditation from AMBA, EQUIS and AACSB. Our position within the higher education sector has been developed by our excellence driven approach and a welcoming, vibrant international community of staff and students. Whether you are an innovative academic aiming to make a difference in the world, or an ambitious professional in search of a rewarding career in higher education, you can make progress with purpose at Loughborough Business School.

Job Description

Job Grade: Administrative Services Grade 4

Job Purpose

The role will provide financial administrative support. Key tasks include processing purchase orders, expense claims and invoices. This role will bring you into regular contact with both Professional Services and Academic colleagues at all levels.

The postholder will liaise with other areas of the University and external organisations in order to support the financial administration of the School and to ensure compliance with University financial systems, procedures, and controls.

The postholder will be required to provide high quality customer service, promoting an efficient and effective service.

The postholder will embrace opportunities to develop and grow take a flexible approach to work and provide support in any other area of the school at the request of the Business Operations Manager, in response to changing requirements.

Job Duties

Finance Administration

1. Using the Agresso Finance System, Dashboard system and iTrent system and Mandatory Supplier Consoles, to be responsible for day-to-day School business administration as a Frequent Requisitioner, including all financial activities relating to teaching, research and enterprise within the school such as:
 - Purchasing goods and services
 - Checking and processing claims for expenses, casual workers and University Teachers

- Booking business travel, accommodation and making conference arrangements
2. To be responsible for purchasing via Purchase Order and Purchase Card, raising invoice requests and BACS transfer requests, booking conferences and making travel and accommodation arrangements for staff and research students.
 3. To be the first point of contact for all queries associated with financial transactions.
 4. To maintain appropriate financial records and those specifically required for audit purposes, and to ensure compliance with end of year accounting arrangements/deadlines.
 5. In conjunction with the appropriate line manager and Head of Operations, to proactively monitor non-pay budgets in conjunction with the budget holder.
 6. To check and authorise payment of University Teacher (UT) claims against the Schedule of Work agreed with the UT via the University on-line system, referring inconsistencies to the appropriate Head of Group.
 7. To generate ad-hoc financial reports and provide financial data as required, to assist with business planning and budget monitoring.
 8. To develop a strong working relationship with colleagues in Professional Services in central Finance and Purchasing Offices, to ensure that all internal School processes and procedures reflect and comply with university policy.
 9. To assist academic colleagues with costing for and monitoring of expenses related to conferences hosted in the school, as required.
 10. To provide appropriate financial information and advice to staff in the school.

University Teacher administration, as guided by the Finance Officer:

1. Process right to work checks for casual University Teachers and external examiners for the School; record data and maintain records.
2. Request University Teacher contracts and account set ups, communicate updates and maintain records.
3. Update and monitor the school's University Teacher teaching workload master file, provide support and guidance to all University Teachers.
4. Input approved University Teacher workload data on to the University's Dashboard system.
5. Check, analyse and approve University Teacher claims for payment, reporting and resolving anomalies.

Other:

1. Providing cover to reception as required.
2. Acting as a trained Desk Screen Equipment (DSE) Assessor.
3. Acting as a trained Fire Marshall and contribute to the School's weekly fire alarm testing.
4. Providing support for relevant committees as required.
5. Demonstrating a commitment to continuing personal/professional development.
6. Observing and defining priorities and timetables in the achievement of objectives.
7. Undertaking other duties as directed by the Finance Officer or Business Operations Manager.
8. To ensure compliance with relevant University policies and procedures, including GDPR and other relevant legislation.
9. To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.

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: Finance Officer

Responsible for: None

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	Previous relevant experience of working in a busy office environment.	1,3
	Experience within a student or other customer- focused 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 finance related role.	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.	1,3
	Able to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Office, Excel and Outlook	1,3
	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	A level education or equivalent.	1
	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 Loughborough University administrative procedures.	1,3
	Experience of Loughborough specific systems and procedures.	1,3
	Experience of arranging and booking travel for others.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems e.g., Agresso, iTrent, Dashboard.	1,3
	Understanding and knowledge of relevant legislation e.g. Data Protection Act, Freedom of Information etc.	1,3
	Experience of servicing committees including minute taking.	1,3
Qualifications	A relevant further finance qualification e.g. Working towards AAT or equivalent.	1

Conditions of Service

The position is PART TIME (0.6FTE) and OPEN-ENDED. Salary will be on Administrative Services Grade 4, £26,527 - £28,778 per annum, at a starting salary to be confirmed on offer of appointment.

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/>