

| JOB DESCRIPTION AND PERSON SPECIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
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| <b>Job Title:</b> Senior Treasury Services Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Accountable to:</b> Treasury Services Manager |
| <b>Salary:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Grade: 4</b>                                  |
| <b>Service:</b> Central Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Location:</b> King's Cross                    |
| <b>Purpose of Job:</b><br><br>To assist with the day-to-day running, maintenance and control of the University's cash systems. To perform key account reconciliations and ensure all items on the University's bank and control account reconciliations are resolved and cleared effectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                  |
| <b>Duties and responsibilities</b> <ul style="list-style-type: none"> <li>• Under the direction of the Treasury Services Manager, to provide a customer-focused and professional service to all those who come into contact with this team.</li> <li>• Deputising for the Treasury Services Manager as required, including periods of absence and at very busy times.</li> <li>• Co-ordinate and oversee the day to day reconciliation of the University's bank accounts, both domestic and overseas, ensure they are reconciled on a timely basis and that all queries are followed up promptly and resolved</li> <li>• To answer ad-hoc banking enquiries which may arise from time to time, including acting as an effective intermediary between the University's bankers and colleagues as required.</li> <li>• To play a key role in the operation of systems and procedures across the University to ensure all income due to the University, and payments made by the University are identified and recorded promptly and accurately.</li> <li>• Compile the University's daily cash figures, ensuring all cash resources are managed within the limits set out in the University's policies and procedures, ensuring that the University's cash needs can be adequately met and that our return on cash investments is maximised.</li> <li>• To arrange the transfer of funds between accounts and administer the placing of funds on deposit in accordance with the University's Short Term Investment of funds policy.</li> <li>• To support the Treasury Services Manager with the maintenance and administration of approved users, processors and authorisers on the various University bank accounts and payments software.</li> <li>• Keep up to date with PCI DSS and the University fraud policy and banking best practice to ensure that the team is able to identify and understand card and banking related risk, and minimise fraud</li> <li>• Identify items that are unusual or unexpected. Investigate to identify potential causes and ensure that prompt and effective action is taken, as required by the University's financial procedures. This includes liaising with our bankers directly and passing detailed information to the Treasury Services Manager, Associate Director of Finance and Director of Finance as required.</li> <li>• Attend User Forums as required and network within the sector to stay up to date with any developments relating to payment technology and payment security and identify risks and issues for consideration where necessary.</li> </ul> |                                                  |

- Preparation and posting of journal imports to the system, ensuring all items are recorded accurately and in a timely fashion on the MIS
- Responsible for preparing relevant reconciliations and reports for month end and end of year accounting and reporting requirements.
- Coach and training new team members, including mentoring more junior team members on a longer term basis
- Provide advice and training to colleagues in the colleges and central services on the processes and procedures for recording transactions in ABW, including banking arrangements.
- Set up, update and monitor all direct debits set up in the Universities main accounts
- Perform cash counts and reviews of imprest account records controlled by operating units across the University, including providing advice and support to managers across the University on the operation of these accounts
- Identify opportunities and make recommendations for improvements to the ongoing financial processes and procedures which deliver improvements to treasury management systems across the University.
- Assist in the development, documentation, implementation of robust financial procedures and controls in the Treasury Services team
- Maintain the relevant pages on the University's website, including maintaining user guides, terms and conditions and developing FAQ for users.
- Provide assistance with future upgrades to ABW and the development/implementation of new systems, including user acceptance testing and liaising with project managers as required.

#### **Duties and responsibilities (General)**

- A commitment and contribution to delivering a customer focussed service in line with Finance's Service Level and Partnership agreement and improvement plans.
- 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 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

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Treasury Services Manager
- Colleagues and Section Heads within the Finance Department
- Local Finance Managers and Finance Staff across the University
- Budget holders/managers within the University
- Bank contacts/helpdesk enquires

**Specific Management Responsibilities**

**Budgets:**N/A

**Staff:** 0

**Other** (e.g. accommodation; equipment):

**Job Title: Treasury Administrator**

**Grade: 4**

**Person Specification**

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|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Specialist Knowledge/<br>Qualifications    | Experience with Finance management information systems, preferably Agresso, MS Office, Email, Web/Internet and Banking software                                                                                                                                                      |
| Relevant Experience                        | Experience working in a commercial, fast moving financial environment and using finance management information systems to deliver comprehensive results to tight deadlines. Able to work independently without direct supervision.<br><br>Experience of reconciling complex records. |
| Communication Skills                       | Communicates effectively orally, in writing and/or using visual media. Ensures accurate information is passed onto the most appropriate people in a timely fashion to improve working practices.                                                                                     |
| Leadership and Management                  | Able to motivate and lead a team effectively, setting clear objectives to manage performance.                                                                                                                                                                                        |
| Planning and Managing Resources            | Plans, prioritises and organises work to achieve objectives on time. Ability to ensure appropriate resources and support are available to enable the team and individual members to achieve their objectives.                                                                        |
| Teamwork                                   | Works collaboratively in a team and where appropriate across or with different professional groups.                                                                                                                                                                                  |
| Student Experience or Customer Service     | Builds and maintains positive relationships with students or customers                                                                                                                                                                                                               |
| Creativity, Innovation and Problem Solving | Uses initiative or creativity to resolve problems. Analyses problems to identify their cause, considers all possible solutions to identify which offers wider benefits.                                                                                                              |

