

JOB DESCRIPTION	
Job title: Finance Administrator – Short Courses (Treasury)	Accountable to: Financial Accountant (Short Courses)
Contract length: 12 months	Hours per week: 35 Weeks per year: 52
Salary: £28,839 – £35,205	Grade: 3
Service: Finance Department	Location: Granary Building, King's Cross
<p>Who are UAL and Short Courses?</p> <p>University of the Arts London is a vibrant world centre for innovation, drawing together six Colleges with international reputations in art, design, fashion, communication and performing arts. Every position within the University plays an important part in shaping future creative professionals, and impacts on the future of so many creative industries. Expert management of the organisation and financial operations of the University is essential to ensuring that this continues.</p> <p>Short Courses play an important part of income generation for UAL, with over 20,000 students undertaking courses spanning numerous subjects and disciplines each year. The courses are very much designed for those preparing for a degree, those looking at changing careers or keen to enhance their professional skills, as well as enthusiastic hobbyists of all ages.</p> <p>The college-based business units operate under the trading name UAL Short Courses Ltd.</p>	
<p>What is the purpose of the role?</p> <p>To ensure the effective and efficient administration of the treasury function and cashbook of UAL Short Courses Limited, enabling accurate and timely information on the system at all times. The role will support the Financial and Management accounting function of UAL Short Courses Limited by identifying, posting and reconciling cashbook transactions promptly and regularly within the specified timeframe. You will support the wider Accounting Services function and provide a high level of customer service to local Finance Managers to support the correct processing of transactions.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Working closely with the Financial Accountant (Short Courses), the Short Courses Business Support Accountant and the team, support the Accounting Services function and Financial Accounting responsibilities relating to UAL Short Courses Limited. • Ensure timely and accurate posting off all entries to the cashbook control accounts, reconciling balances to the bank statement using the Financial Management Information (FMIS) system on a regular basis. • Use of the electronic banking system to view and upload statements into the Finance MIS on a regular basis. • Identify and reconcile all items all outstanding/unreconciled items of income, refunds and expenditure, pro-actively investigating the nature of unknown transactions and posting the appropriate journal entries to reconcile balances the unclaimed income control account. • Download and reconcile credit card receipts taken through Sage Pay (merchant service), investigating, following up, and clearing differences in a timely manner. • Prepare monthly bank reconciliations reconciliation for review by the Central Finance management team for all accounts and support the wider month end process. 	

- Monitor the UAL Short Courses working cash balance and identify when transfers can be made to the University (parent entity).
- Ensure an efficient and appropriate banking and recording process is followed locally by the Finance Managers and advise and train on new or existing procedures.
- Prepare analysis to support the preparation of the UAL Short Courses VAT return.
- Liaise with UAL Short Courses Finance Managers and administrative staff to obtain required information to process transactions.
- Undertake other month end tasks and prepare month end reconciliations each month in a timely manner. Support the year end processes of UAL Short Courses, the University and its subsidiaries as may be required.
- Support the Financial Accountant (Short Courses) in preparing the journal adjustments as required for the monthly management accounts and statutory financial statements.
- Provide support for changing and developing initiatives and supporting increased provision through UAL Short Courses Ventures Limited as may be required.
- Provide Finance processing and accounting support to Short Courses Ventures Limited as may be required.
- Keep organised, appropriate records to support the role and undertake regular filing and archiving.
- Deliver a supportive and focused customer orientated service to staff, providing advice on the correct financial processes to follow, responding to phone calls and emails from local Finance Managers, Business Managers, staff, students and other customers across the University.

General

- Assume other reasonable duties consistent with your role, which may be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- 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.
- 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.
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key Working Relationships

Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Head of Accounting Services
- Short Courses Business Support Accountant

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| <ul style="list-style-type: none">• Colleagues and Section Heads within the Finance Department• Local Short Courses Finance Managers and Finance Staff across the University• Budget holders/managers within the University |
| Specific Management Responsibilities
Budgets: N/A
Staff: 0
Other (e.g. accommodation; equipment): N/A |

Last updated: November 2018

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Working towards a recognised professional accounting qualification is desirable but not essential. • Very good working knowledge of Microsoft Office, particularly Excel. • Good working knowledge of finance management information systems essential and ABW desirable.
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in a fast moving financial environment, working to key milestones and delivering comprehensive results to tight deadlines. • Experience of working with large data sets and reconciling complex finance records, resolving queries as they arise.
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance.
Professional Practice	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to these selection criteria. Shortlisting will be based on your responses to these questions.

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