

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Academic Enterprise Finance Administrator	<b>Accountable to:</b> Academic Enterprise Accountant	
<b>Contract Length:</b> Fixed term – 1 year	<b>Hours per week:</b> 35	<b>Weeks per year:</b> 52
<b>Salary:</b> £28,274 - £34,515 per annum	<b>Grade:</b> 3	
<b>College/Service :</b> Finance Department	<b>Location:</b> Kings Cross	
<b>Purpose of Role:</b>  The department of Academic Enterprise (AE) leads the University of the Arts London’s third stream income operations and is integral to the University’s long term development. Its mission is to increase the amount of income generated by the University from non-core teaching and research activities. It builds on, and includes, the successful UAL Short Courses Ltd, UAL Awarding Body, the Language Centre, college and research based enterprise, business and innovation operations. Academic Enterprise not only integrates and bolsters a wide range of business and client facing work across the University but is also developing new products and services for new and existing markets.  Academic Enterprise is a successful, growing, department with a combined turnover of £31m in 2016/17, mostly from B2C activities. There are approximately 195 staff working in Academic Enterprise operations in all UAL’s colleges as well as central university services. Around 70,000 students study on short courses or qualifications offered by AE business units.		
<b>Duties and Responsibilities:</b>  <b><u>Finance Support</u></b>  <ul style="list-style-type: none"><li>• To deliver an effective and efficient financial administration and business support to Business and Innovation departments and, as required, other Academic Enterprise businesses across the University, ensuring compliance with the University’s Financial Standing Orders (FSO).</li><li>• To manage the income accounting for Business &amp; Innovation in the Colleges to include setting up new budget codes and customer accounts on ABW and raising sales invoices in line with the contract payment schedules, ensuring the appropriate VAT rate is applied.</li><li>• To actively monitor and reconcile the debtor position, identifying unpaid or unexpected transactions, performing credit control on outstanding balances in line with the University credit control procedures, raising credit notes when necessary and providing aged debtors reports for review with managers.</li><li>• To liaise with Business Development Managers to ensure deliverables are not supplied to the client unless a contract has been signed, a purchase order and/or payment has been received, highlighting any concerns to the Academic Enterprise Accountant.</li><li>• To assist with monitoring project budgets to ensure accuracy and report any inconsistencies or concerns to the relevant Business Development Manager and the Academic Enterprise Accountant.</li><li>• To liaise with Contract Managers and Operations Managers to ensure that all new projects are appropriately set up according to their type, correct customer &amp; supplier details are being recorded on contracts and ABW, student IPR, graduate and other supplier payments are processed accurately and in a timely fashion.</li><li>• To set up new suppliers in ABW as required, raise requisitions, receipt goods, process supplier invoices and various Payroll forms in accordance with public sector obligations and the University FSO, ensuring the budget codes used are accurate.</li></ul>		

- To update spreadsheets and prepare information for the college units' KE metrics and HEBCI reporting, resolving queries when required and ensuring the information provided is accurate and timely, and support Academic Enterprise Accountant and Academic Enterprise Financial Accountant in the preparation of the overall University's HEBCI return.
- To effectively communicate with suppliers and customers as required to assist with queries and ensure the smooth running of the Business & Innovation operations.
- To liaise with staff across Academic Enterprise to resolve queries and provide advice on Finance processes and procedures.
- To provide timely and accurate financial management information that supports Business Development Managers in managing their budgets and interpreting the financial information in order to make timely business decisions.
- To assist with projects aimed at ensuring the University business systems remain fit for purpose and support changes within Academic Enterprise and Finance.

### **General**

- To provide support to the Academic Enterprise Accountant in ensuring an effective and efficient financial administration is delivered to Business & Innovation units.
- To deliver a supportive customer orientated service to staff and students and work collaboratively with finance staff across the University.
- 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.

- Central and College based Finance Staff across the University
- Business & Innovation Teams across the University
- Academic Enterprise
- Legal department
- Contracts Managers across the University
- Budget holders/managers across the University

**Specific Management Responsibilities**

**Budgets:** N/A

**Staff:** 0

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

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Academic Enterprise Finance Administrator Grade: 3**

**Person Specification**

Specialist Knowledge/ Qualifications	<p>Studying towards a recognised accounting qualification (D)</p> <p>Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post:- MS Office (Outlook, Word, Excel)</p> <p>ABW Finance Mgt System (D)</p>
Relevant Experience	<p>Experience of working in Higher Education (D)</p> <p>Experience of working in a Financial environment.</p> <p>Experience of operating purchase ledger and sales ledger including reconciliations and collecting outstanding monies due</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Leadership and Management	Motivates and leads by example
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
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria. **Last updated: April 2015**

