



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Expenditure Manager

Accountable to: Associate Director of Finance –
Capital Expenditure, Procurement and Tax

Weeks per year: 52

Contract Length: Permanent

Hours per week/FTE: 35

Salary: £46,423 - £55,932 per annum

Grade: 6

College/Service: Central Finance

Location: Granary Building, Kings Cross

Purpose of Role:

To lead a proactive, customer focussed, and professional Expenditure service for staff and students across UAL ensuring that the University makes accurate payment to all creditors within the agreed contract terms in accordance with UAL's financial regulations and policies. To lead in the development of suitable policies and procedures that support an effective and efficient expenditure service in line with legislative requirements providing clear and timely financial advice, guidance and analysis to internal and external stakeholders as required.

Duties and Responsibilities

Managerial

- To manage the Expenditure team, providing overall leadership, support and guidance as appropriate to ensure that timely and accurate financial information is provided to agreed timescales, and expectations are met, and the team work collaboratively and efficiently.
- Responsible for the recruitment and selection of new Finance staff for the Expenditure team, undertaking the probation and induction process, conducting appraisals as appropriate and ensuring suitable training for the team is undertaken.
- To provide a customer focussed and professional service to both internal and external stakeholders and to provide day to day support and guidance to the Expenditure team staff, giving clear directions to ensure all supplier invoices, staff expenses and credit card statements are processed accurately and in an efficient and timely manner.
- To be responsible for managing and monitoring the workload of all staff within the Expenditure team ensuring that the work is evenly distributed, to ensure that cover is provided during periods of sickness or annual leave and backlogs are avoided.
- To ensure all staff are fully trained so that they can answer all queries received in a timely way, dealing with challenging customers and suppliers calmly and tactfully, and to put in place suitable systems and procedures to enable effective monitoring of responses to queries to completion with a suitable audit trail maintained for future reference.
- To ensure that UAL policies and procedures in place to support the efficient management of the Accounts Payable, Expenses and Credit Card service are followed and to review and make suggestions to improve processes and procedures in liaison with management in relation to accounting systems, payments, reconciliation processes and procedures, workflow and supplier maintenance in accordance with accounting policies, financial regulations and best practise.

Financial controls

- Responsible for ensuring that the approval and processing of new supplier accounts are completed in line with University procedures on a timely basis, and for responding to questions from staff at all levels throughout the University by working collaboratively, providing clear and appropriate guidance.
- Responsible for the supplier and staff accounts within Accounts Payable and the Expenses ledger ensuring all transactions are processed accurately, in a timely way and in line with the Standing Financial Orders, HMRC and other relevant regulations.
- Responsible for maintaining the supplier ledger ensuring that there are regular reviews of all supplier accounts and to drive a change of behaviours within UAL in order to rationalise the supplier ledger and to embed positive sustainability in liaison with the procurement team and staff in Colleges and departments within the university.
- To ensure all supplier accounts are reconciled on a regular basis and to liaise with suppliers on disputed or complex items, identifying and resolving any issues, and escalating issues when required. To develop good supplier relationships in order to support consolidated invoicing and ensuring early payment discounts are realised.
- Providing advice to staff across UAL on Accounts Payable, Expenses or Credit card matters and to work with the Tax team to ensure any tax issues are managed effectively and that UAL is compliant for tax purposes, including the management of the PSA reporting of benefits in kind, IR35 queries and ensuring all relevant expenditure is captured.
- Responsible for ensuring the timely processing of the weekly payment runs to ensure that all transactions are correctly recorded and to prepare the BACS audit report.
- To manage the Corporate Credit card services across the University, ensuring the procedures and processes in place are followed both internally and with the bank to support the effective management of the cards and the timely and accurate recording of the spend onto ABW. This will include downloading extract files, updating files for users and coding, issuing new and reissued card, cancellation of cards and maintenance of the supporting paperwork. Managing and maintaining access rights, password changes, setting up new users/leavers, linking cards to users/delegates, setting up approval workflows, managing automated messaging and month end lockdown. Undertake a regular review of expenditure on corporate credit cards.
- To post all accounts payable and expenses batches on a timely basis to the finance system, and to ensure all control accounts relating to accounts payable, expenses and credit cards are reconciled at the month end ensuring that all exceptional items are investigated and resolved
- To be responsible for month end procedures and for completing the month end finance checklist ensuring that monthly reconciliation of Balance Sheet control accounts is carried out in compliance with university's internal control policy. To lead on the year end audit processes, liaising with the auditors on any queries that may arise during the year end audit.

Monitoring and Reporting

- To undertake detailed analysis of information from ABW and other sources, in relation to Accounts payable, expenses and credit cards to ensure information for use in regular and/or ad hoc reports is robust and accurate. Analysis to include identifying any issues with the source data and to rectify them for the purposes of reporting, as well as instigating follow up action to put in place suitable policies and procedures for the future so that errors are minimised.
- Develop and maintain guidance for Accounts Payable, Expenses and Credit Card users on the finance intranet, updating as requirements change from time to time and ensuring changes are communicated to key staff who need to be aware of them.
- Liaising with all Colleges and departments identifying training needs of staff in terms of Accounts payable, expenses and credit cards ensuring that queries or other problems preventing payment are resolved and staff are kept informed and to develop proactive reporting and monitoring of all issues.
- Responsible for preparation of information required for Accounts Payable, Expenses and Credit cards on a

monthly, quarterly or yearly basis, extracting necessary information from ABW and reviewing to ensure it is robust. To develop regular reporting on key performance indicators and an expenditure dashboard reporting.

- To undertake ad hoc exercises as directed to review specific transactions for compliance with UAL financial procedures. To prepare a report for each exercise, setting out any discrepancies and recommend remedial action to be taken, taking into account VAT legislation and accounting requirements.

Other Responsibilities

- 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 Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- 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.

- Staff at all levels across the University
- Finance staff at all levels
- External Advisors and auditors
- Tax
- Payroll

Specific Management Responsibilities

Budgets: N/A

Staff: 1 x Grade 4 Senior Finance Administrator
6 Grade 3 Finance Assistant

Other (e.g. accommodation; equipment): N/A

Signed _____ Date of last review _____
(Recruiting Manager)

Person Specification	
Specialist Knowledge/ Qualifications	<p>Part qualified accountant or with substantial technical knowledge/experience obtained through experience of Accounts payable and Expenses and credit card systems</p> <p>Good knowledge of financial reporting systems with specific knowledge of ABW desirable</p> <p>Excellent communication skills, both written and oral, with proven ability to explain complex technical information.</p> <p>Excellent IT skills including Microsoft Office, e-mail, ABW, web/internet, electronic diary</p>
Relevant Experience	<p>Proven experience of providing advice to non technical staff in a way that can be clearly understood</p> <p>Experienced in undertaking data analysis</p> <p>Experience of creating and introducing policies and procedures</p> <p>Proven experience in a customer facing role</p> <p>Practical experience of financial reporting systems</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>
Professional Practice	<p>Contributes to advancing professional practice/research or scholarly activity in own area of specialism</p>
Planning and managing resources	<p>Plans, prioritises and manages resources effectively to achieve long term objectives</p>
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	Suggests practical solutions to new or unique 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

