

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Finance Treasury Services Administrator	<b>Salary:</b> £29,358 - £35,839 per annum (ProRata)
<b>Contract Length:</b> Permanent	<b>Hours per week:</b> 21 <b>Weeks per year:</b> 52
<b>Grade:</b> 3	<b>Location:</b> Granary Building, Kings Cross
<b>Accountable to:</b> Treasury Services Manager	<b>College/Service:</b> Central Finance

### Purpose of Job:

To assist with the day-to-day running, maintenance and control of the University's cash system. To perform key account reconciliations and ensure all items on the University's bank and control account reconciliations are resolved and cleared effectively. Processing payments using the University's online banking system.

### Duties and responsibilities

Under the direction of the Treasury Services Manager, to provide a customer-focused and professional service to all those who come into contact with the Treasury services team.

- Processing of weekly payments including overseas invoices on behalf of Accounts Payable and UAL Short Courses, ensuring compliance with banking regulations when inputting data to banking software
- Passing payment information to Accounts Payable and UAL Short Courses for recording in finance management system in a timely manner
- Processing journal imports in finance management system and maintenance of associated records
- Training colleagues on payment processes including banking systems
- Dealing with bank account queries from colleges and liaising with University management as necessary
- 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
- Reconcile bank control accounts and liaise with the colleges as necessary to enter or correct details
- Reconciliation of the University's Hong Kong bank account, ensuring all queries are followed up promptly and resolved.
- Maintaining records of spoilt cheques including shredding spoilt cheques on a regular basis
- General filing and archiving within the Treasury services team
- Keep up to date with PCI DSS and the University fraud policy and Banking best practice

- Perform such duties consistent with your role as may from time to time 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 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: Finance Treasury Services Administrator**

**Grade: 3**

Person Specification	
Specialist Knowledge/ 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

	<p>deliver comprehensive results to tight deadlines. Experience of reconciling complex records.</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
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 focused service
Creativity, Innovation and Problem Solving	<p>Able to analyse problems and identify their cause, resolving them or knowing when to defer them as appropriate. Uses initiative or creativity to resolve problems</p>