

JOB DESCRIPTION	
<b>Job title:</b> LCC Senior Contracts and Payment Officer	<b>Accountable to:</b> LCC Finance Manager
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £34,943-42,914 p.a.	<b>Grade:</b> 4
<b>Service:</b> London College of Communications	<b>Location:</b> LCC, Elephant and Castle
<p><b>Purpose of the Role</b></p> <p>The LCC Senior Contracts and Payments Officer role is part of the London College of Communications (LCC) Finance Team which provides financial information and support to stakeholders across the College.</p> <p>The Senior Contracts and Payments Officer role is to support the development of financial transparency, accountability and engagement across the College by providing exceptional administrative support to LCC Budget Holders and the LCC Finance Team at all times.</p>	
<p><b>Duties and Responsibilities</b></p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Lead and manage the Contracts and Payments Function at LCC. This to include general oversight, management of activities and partnering with the Finance Team and Stakeholders across LCC for regular reporting, analysis, monitoring of activities and spend across the college.</li> <li>• Work with the LCC Finance Manager and Head of Finance (HoF) in ensuring the LCC Finance Function operates effectively and efficiently in providing a professional service to both internal and external stakeholders, ensuring that the financial activities are carried out in adherence to the UAL Standing Financial Orders, tax and legal regulations and agreed UAL timetables.</li> <li>• Work with the LCC Finance Manager and HoF in promoting a customer focused support service underpinned by business intelligence and analytics to support decision making.</li> <li>• Support the LCC Finance Manager and HoF in developing a culture of financial literacy and engagement across the College.</li> <li>• Support the LCC Finance Manager and HoF in developing financial training opportunities for non-financial stakeholders across the College.</li> <li>• Support the LCC Finance Manager and HoF in driving a culture of financial transparency, accountability and good governance across the College.</li> </ul> <p><b>Budgeting, Reporting and Systems</b></p> <ul style="list-style-type: none"> <li>• Support the LCC Finance Manager and HoF with the annual budget setting, quarterly forecasting, and monthly monitoring, control and reporting process at LCC.</li> <li>• Support the Finance Manager on the maintenance and further development of the monthly reporting packs across the College. This to include evaluating departmental reporting needs and requirements and proposing/developing updates as appropriate.</li> <li>• Develop payroll reporting capabilities to improve business planning and promote appropriate resource allocations to departments and courses.</li> </ul>	

- Work closely with the LCC FM and HoF and central finance colleagues to develop and ensure adherence to month-end and year-end timetables, carrying out month-end adjustments, expenditure accruals and prepayments.

#### **Contracts and Payments Management and Administration**

- Ownership of all payroll systems, reports and templates to ensure integrity, accuracy and timeliness of data and reporting.
- Ensure all offers of employment including salaried, hourly paid and special lecturers are authorised and processed correctly, staff are allocated accurately to the department/course and student staff ratio analysis is monitored to ensure they adhere to the college optimum levels.
- Work in partnership with the LCC Senior Finance Officers on departmental reporting and analysis on the above. Ensure departments/senior managers are fully engaged in the process, provide regular updates and incorporate these into their financial and operations plans.
- Support LCC Contracts and Payments Admin Assistant and LCC Stakeholders with complex contracting and payroll queries.
- Work with the LCC Contracts and Payments Admin Assistant on the following payroll administration tasks.
  - Process Associate Lecturer (AL) contracts. This to include checking for accuracy and completeness, uploading information to the HPL system, assigning sign off.
  - Process Special Lecturer contracts (SL). This to include This to include checking for accuracy and completeness, submit for processing by Central Payroll.
  - Process Visiting Practitioner (VP) contracts. This to include checking for accuracy and completeness, uploading information to the HPL system, assigning sign off.
  - Complete IR35 checks for the above in accordance with UAL policies and procedures.
  - Complete Right to Work (RTW) checks for the above in accordance with UAL policies and procedures.
  - Process Overtime Claim, Agreed Fee Form and other ad hoc payment claims in accordance with UAL/LCC policies and procedures.
  - Provide administrative support to the annual AL contracting process. This to include updating the distribution list, handling correspondence, and general administrative tasks around the process.
  - Keep all payroll systems and templates up to date with new starter/leaver, payscale, hourly rate, etc information.
- Provide a consistent and professional customer focused service to both internal and external stakeholders, ensuring you process payroll contracts and transactions accurately, consistently, effectively and on a timely basis.
- Ensure the daily payroll operations and administration are processed in accordance with the University Financial Standing Orders and any statutory or regulatory legislation such as IR35.
- Work with the LCC FM and HoF on keeping LCC senior managers and stakeholders updated on UAL and College wide payroll, HR, and administrative policies and processes.
- Organise regular training and briefing sessions for departments/senior managers to deliver the above.

- Keep up to date with new finance and payroll developments and changes to procedures, undertake relevant training such as UKVI legislation, IR35, Bribery Act, Fraud Awareness and ABW video guides.

#### **Other Conditions**

- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings.
- You may be required to regularly travel to other sites as necessary.

#### **General**

- Deliver a supportive customer orientated service to staff and students and work collaboratively with finance staff across the University.
- 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 accordance to the University's policies and procedures, as laid down in the Financial Regulations.
- 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**

- LCC Finance Team
- LCC Academic, Technical and Administrative Managers
- UAL Finance Department
- Suppliers and creditors

#### **Specific Management Responsibilities**

Budgets: N/A

Staff: N/A

Other (e.g. accommodation; equipment):

Last updated: November 2020

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Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> <li>Undergraduate qualification in relevant area, or equivalent working experience (HD)</li> <li>Has excellent IT knowledge including Excel, Word and Outlook and database applications.</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>The successful post holder will be an experienced finance/payroll professional with exceptional communication, reporting, analytical and problem-solving skills and a can do attitude with a passion for excellence.</li> <li>Experience of working in a higher educational institution. (D)</li> <li>Experience of working in a financial environment, working to tight deadlines and familiar with financial processes, policies and procedures.</li> <li>3 years' experience in finance/payroll operations including payroll processing, temporary contract management, and reporting.</li> <li>Experience of building successful working relationships with budget managers and stakeholders outside of finance.</li> <li>Experience of providing support and guidance to individuals and small groups of staff to aid their understanding of finance systems, processes and reporting.</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>Communicates effectively orally and in writing / or using visual media adapting the message for a diverse audience in an inclusive and accessible way.</li> </ul>
Planning and managing resources	<ul style="list-style-type: none"> <li>Plans, prioritises and manages resources effectively to achieve agreed objectives within set timescales.</li> </ul>
Leadership and Management	N/A
Professional Practice	<ul style="list-style-type: none"> <li>Commitment to own continued professional development.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Works collaboratively in a team and in a matrix structured organisation and where appropriate with different departments and professional groups.</li> </ul>

Student experience or customer service	<ul style="list-style-type: none"> <li>• Provides a positive and responsive staff and student customer service</li> </ul>
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> <li>• Uses initiative or creativity to resolve problems</li> </ul>

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

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