|  |  |  |  |
| --- | --- | --- | --- |
| JOB DESCRIPTION AND PERSON SPECIFICATION | | | |
| **Job Title**: Finance and Payroll Officer | | **Accountable to**: Finance Manager/  Enterprise & Research Finance Coordinator | |
| **Contract Length**: Permanent | **Hours per week/FTE**: 35 | | **Weeks per year**:AYR |
| **Salary**: £28,839 - £35,205 | | **Grade**: 3 | |
| **College/Service**: London College of Communication | | **Location**: Elephant and Castle | |
| **Purpose of Role:**  To ensure the effective and efficient procurement of and payment for resources, both physical and human.   * Supporting hourly paid staff by processing their contracts * Supporting colleagues across the college to manage their resources * Supporting students by the administration of internal awards | | | |
| **Duties and Responsibilities**  Procedural functions:   * To conduct all financial matters associated with the role in accordance with the UAL policies and procedures, as laid down in the Financial Regulations. * To seek advice from UAL payroll and central finance team when appropriate to ensure a high standard of customer service.   Administrative functions:   * To process income and expenditure through LCC Financial Management Information System (FMIS) to include:   + - Processing purchase orders and invoices     - Processing manual and overseas payments     - Processing expenditure transfer requests     - Processing sales orders and invoices     - Processing financial journals * To administer contracts for and process payment to HPS. * To monitor and report on income and expenditure on college budgets. * To reconcile credit card expenditure. * To liaise with external suppliers on queries relating to financial matters such as quotations, goods and service delivery and invoice payments. * To manage correspondence promptly and appropriately, by post, email, telephone and in person.   Supportive functions:   * To support budget managers in the management of their college dept. finances by providing timely financial reports and information. * To support budget managers with HPL contracting and monitoring their use of HPL. * To support all staff in their use of FMIS. * To support LCC recruitment processes for HPS, working closely with Staffing Administrator to ensure all necessary recruitment processes followed. * To support all staff to observe UAL financial regulations, providing guidance on UAL financial procedures to staff and stakeholders. * To support all staff to observe employment regulations, providing guidance to staff and stakeholders * To support colleagues within the finance, payroll and staffing team to offer best customer service, including providing absence cover when necessary.   College-Wide Expectations:   * 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. | | | |
| **Key Working Relationships**:Head of Finance (LCC)  * Finance Manager (LCC) * Finance Coordinator (LCC) * Finance Officers (LCC) * Staffing Administrator (LCC) * Team Support Administrator | | | |
| **Specific Management Responsibilities** **Budgets**: N/A  **Staff**: N/A  **Other**: N/A | | | |

Signed R Datta Date of last review August 2018

(Recruiting Manager)

|  |  |
| --- | --- |
| Person Specification | |
| Specialist Knowledge/ Qualifications | Knowledge of finance and payroll management systems. |
| Relevant Experience | Experience in an administrative or professional capacity of adapting to different ways of working and maintaining working relationships with a variety of stakeholders in different departments  Experience of working in a Higher Education Institution  Experience of working with financial management systems commonly used in the sector  Willing to commit to own development through effective use of the University’s appraisal scheme and staff development process |
| Communication Skills | Communicates effectively orally, in writing and/or using visual media  Is able to explain technical terms used in their work to a non-finance audience  Ability to see where support is needed and work flexibly to ensure all team shared functions are carried out effectively |
| Leadership and Management |  |
| Research, Teaching and Learning |  |
| 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 stakeholder service |
| Creativity, Innovation and Problem Solving | Uses initiative or creativity to resolve problems |