

| JOB DESCRIPTION   |   |
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| <b>Job title:</b> Senior Finance Administrator  | <b>Accountable to:</b> Head of Expenditure          |
| <b>Contract length:</b> Permanent   | <b>Hours per week:</b> 35 <b>Weeks per year:</b> 52 |
| <b>Salary:</b> £34,943 - £42,914 per annum  | <b>Grade:</b> 4                                     |
| <b>Service:</b> Central Finance   | <b>Location:</b> Granary Building, Kings Cross      |
| <p><b>What is the purpose of the role?</b></p> <p>To provide a customer focussed Expenditure service to all staff and students at the University, working closely with suppliers and key stakeholders in-house to deliver an effective and efficient service. To provide support and assistance to the Head of Expenditure with preparation of regular reports, schedules and information and to provide support and cover across the wider team in relation to month end/year end ABW journals and processing of invoices, credit notes, expenses and credit cards.</p>  |   |
| <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>To provide a comprehensive and customer focussed service to staff across the University in relation to accounts payable, expenses and credit cards, including answering queries, providing appropriate advice and guidance, and dealing with any issues as required in a timely and helpful manner.</li> <li>Supervising the Expenditure team on a day to day basis, including managing the team's workloads, and dealing with queries and issues in a timely way in liaison with the Head of Expenditure.</li> <li>Responsible for monitoring the Accounts Payable and the Expenses ledger ensuring all transactions are processed accurately and in a timely way and in accordance with University policies and procedures.</li> <li>Assisting in the maintenance of the supplier ledger ensuring that all supplier accounts are reconciled on a regular basis, and the approval of new supplier accounts are completed on a timely basis. Responding to queries from team members, resolving any issues and escalating to the Head of Expenditure on disputed or complex items.</li> <li>Responsible for ensuring the timely processing of the weekly/ monthly payment runs in liaison with the Head of Expenditure, ensuring all transactions are correctly recorded.</li> <li>Work with the Head of Expenditure in the management of the Corporate Credit card services across the University, including 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.</li> <li>Calculate and record all taxable benefit amounts identified on expense claims, and credit cards, maintain an accurate record of these items and ensure details are recorded in a timely basis.</li> <li>Manage the issue and recovery of temporary advances and standing floats, maintaining an accurate record of outstanding items, liaising with relevant staff as appropriate to resolve any issues arising.</li> <li>Keep under review the contents of the University's dispensation with HMRC, also the categories of expenditure included on the PSA. Identify where changes may be required and work with the Expenditure Manager/Payroll team to make any necessary adjustments to the arrangements and to related UAL policies.</li> </ul> |   |

- Keep the Expenses Policy fit for purpose advising the Expenditure Manager of changes required and ensure website information is current, providing updates to the Expenditure Manager for review prior to publication.
- Provide advice and guidance to staff across the University on the use of the Expenses system, the interpretation of the expenses policy and procedures and relevant tax implications.
- To assist the Head of Expenditure with month end/ year end procedures providing information for completing the month end checklist and assisting with the monthly reconciliation of balance sheet control accounts.
- To develop and maintain strong working relationships with key stakeholders both internally and externally including suppliers, HR and payroll, College and central department finance staff.

#### **Other Duties**

- To provide support across the expenditure team with processing of invoices, expenses and credit cards as required throughout the month and where needed to provide cover for sickness, annual leave etc.
- 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.

- Payroll
- College and Central department Finance staff
- Finance Business Systems

#### **Specific Management Responsibilities**

Budgets: n/a

Staff: n/a

Other (e.g. accommodation; equipment): n/a

| PERSON SPECIFICATION                |   |
|-------------------------------------|---|
| Specialist Knowledge/Qualifications | <p>AAT or actively studying</p> <p>Knowledge of Accounts Payable, Expenses and Credit card processes and how they would apply at the university.</p> <p>Knowledge of relevant tax rules for reporting UK VAT and benefits in kind.</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 technical/specialist information clearly in a way that can be understood by a varied audience who may not always be familiar with the subject matter.</p> <p>Numerate with good attention to detail.</p> <p>Excellent IT skills including Microsoft Office, e-mail, ABW, web/internet, electronic diary</p> |
| Relevant Experience                 | <p>Experience of providing advice and guidance to others, both verbally and in writing</p> <p>Proven experience in a customer facing role</p> <p>Experience of dealing with a range of customers, and of resolving issues that may arise from time to time calmly and tactfully.</p> <p>Ability to set up / manage spreadsheets and organise large volumes of data efficiently</p> <p>Experience of compiling information for tax reporting purposes such as VAT returns, PSA reporting, gift aid.</p> <p>Practical experience of financial reporting systems, running reports, investigating transactional data, preparing reconciliations</p> <p>Proven experience of working to deadlines effectively</p>                              |
| Communication Skills                | <p>Able to communicate clearly and effectively both in writing and orally, tailoring the message as appropriate for the audience in an inclusive and accessible way</p>   |
| Leadership and Management           | <p>Proven ability to manage own time and workload to meet key objectives in line with given deadlines</p>   |
| Professional Practice               | <p>Provides professional service to customers across the university, giving appropriate advice and guidance as required</p>   |
| Planning and Managing Resources     |   |

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|  | Plans, prioritises and manages resources effectively to achieve long term objectives   |
| Teamwork                                   | Works collaboratively in a team and where appropriate across or with different professional groups   |
| Creativity, Innovation and Problem Solving | Proven experience of solving problems by appropriate means in line with relevant procedures, and knowing when to refer to others for guidance on how to tackle a particular issue. |

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.

*[OPTIONAL ALTERNATIVE, for discussion with HR: The application form sets out a number of competence questions related to these selection criteria. Shortlisting will be based on your responses to these questions.]*

*[Psychometric testing must be included here if relevant]*

Last updated: 15 December 2020