

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	<p>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</p> <p>Experience of working in a Higher Education Institution</p> <p>Experience of working with financial management systems commonly used in the sector</p> <p>Willing to commit to own development through effective use of the University's appraisal scheme and staff development process</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media</p> <p>Is able to explain technical terms used in their work to a non-finance audience</p> <p>Ability to see where support is needed and work flexibly to ensure all team shared functions are carried out effectively</p>
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