

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Finance Administrator

Accountable to: Commercial Finance Manager

Contract Length: Permanent

Hours per week:35

Weeks per year:52

Salary: £28,274 - £34,515 per annum

Grade: 3

Location: Millbank

Section: UAL Short Courses Ltd

Purpose of Job:

The post holder will assist in the smooth and efficient day to day running of the Short Course Finances and will be expected to undertake a variety of accounting duties in a busy office environment, working independently whilst exercising judgement to prioritise tasks in order to meet set deadlines. While the work will primarily be focussed at CCW unit the post holder will work flexibly as a member of the wider UAL Short Course Finance team.

Duties and responsibilities

Main Duties (Purchase and Sale ledger)

- To deliver an effective and efficient financial administration and business support service to the unit, ensuring compliance with the University's financial policies and procedures.
- Daily Payment reconciliations and raising invoices for Customised Training Programmes
- Manage the income accounting for UAL Short Courses to include setting up new customer accounts and raising sales invoices and credit notes, processing refunds in a timely manner ensuring discounts are calculated where necessary.
- To monitor and reconcile marketing operational budget on a monthly basis
- To actively monitor and reconcile the departmental debtor position, identifying unpaid or unexpected balances, performing credit control on outstanding balances in line with the UAL credit control procedures and liaise with MIS/Central Finance to resolve reconciliation differences to ensure accurate reports for management review.
- Raise purchase orders and process/code purchase ledger invoices on a daily basis and to liaise with central finance to ensure supplier payments are made on time.
- Complete the coding and processing of the corporate credit card & expenses on a monthly basis in compliance with the University Expenses policy.
- Assist the Commercial Finance Manager in reviewing the monthly Management Accounts, Operating Expenses and Profitability Reports in order to ensure accurate reporting of its results.
- Assist the Commercial Finance Manager on course budget closures, identifying overspends and closing budgets as promptly as possible to recognise accurate expenditure and profit, using the university's finance system, Agresso Business World (ABW).
- Ensure that month/year end duties are carried out in accordance with timetables & schedules and submitting information to central finance for review and processing

Payroll

- Processing of Visiting Lecture salaries on HPS and send to Payroll.
- Processing and checking the new starter packs.
- Dealing with tutor queries

General Duties

- To work within the unit in being a point of contact for students via e-mail, telephone, mail and in person enquiring about courses, content and availability
- Other duties as required by Business Manager and Commercial Finance Manager to secure administration and financial duties of the department.
- To perform such duties consistent with your position as may from time to time be assigned to you from anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the post.
- A commitment to the University of the Arts London's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post.
- A commitment to your own development and that of your staff through effective use of the University's appraisal scheme and staff development processes.

Resources Managed

Staff: none

Key Working Relationships:

Managers and other staff and external partners, suppliers etc; with whom regular contact is required.

- Commercial Finance Manager,
- UAL Short Course Finance Team
- Central Finance
- UAL Shortcourses Team
- Central Systems Team
- Suppliers
- Tutors and Models

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Finance Administrator Grade: 3

Person Specification

Specialist Knowledge/ Qualifications	<p>Good level of literacy and high level of numeracy</p> <p>Excellent IT skills including advanced knowledge of Excel (Pivot, VLOOKUP) and a good all round knowledge of other Microsoft Office software</p> <p>Knowledge of computerised financial systems (ABW Desirable)</p> <p>Qualified or pursuing AAT or equivalent qualification (Desirable)</p>
Relevant Experience	<p>Experience of working in a finance focused environment</p> <p>Experience of working in higher education is desirable</p> <p>Experience of purchase ledger, sales ledger including reconciliations and collecting outstanding monies due.</p> <p>Demonstrable excellent data analysis and reconciliation skills with an attention to detail</p> <p>Ability to work independently whilst exercising judgement to prioritise tasks</p> <p>Ability to work and deliver individually and within a complex team environment</p>
Communication Skills	High level of oral and written communication skills
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team or where appropriate across or with different professional groups
Student Experience or Customer Service	Provides exceptional student or customer service and a proactive response to problem solving
Creativity, Innovation and	

Problem Solving	Uses initiative or creativity to resolve day-to-day-problems
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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: December 2017