ual: university of the arts london

JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Finance Project Support and Training Coordinator	**Accountable to**: Finance Project Manager
Contract Length: Permanent	**Hours per week/FTE**: 28 (Mon-Thurs)
	Weeks per year: 52
Salary: £28,274 - £34,515 pro-rata	**Grade**: 3
College/Service: Finance	**Location**: Kings Cross

Purpose of Role:

Working across Finance and AE this post will support Finance Business Systems and Academic Enterprise in implementing a new LMS and e-Commerce system as well as supporting Finance initiatives aimed at enhancing and supporting the Finance IT provision within the University.

The successful candidate will manage the Finance training courses provided across the University, support Finance in developing and maintaining the new intranet website, provide support for the Associate Directors of Finance and build effective business relationships with internal stakeholders and external suppliers.

Duties and Responsibilities

Project Support

- To provide organisational and administrative support to projects that involve the Finance Business Systems and Projects team in the development and implementation of any new technologies aimed at supporting and/or enhancing the Finance and Academic Enterprise IT provision within the University.

- Organise meetings and workshops with refreshments as appropriate, send invites and monitor responses, ensuring key stakeholders can attend. Provide delegate lists if required and keep records of attendance.

- Take board minutes detailing actions and decision points, ensuring they are written up and distributed in a timely manner, print papers if required for key stakeholders.

- Raise requisitions and complete goods receipting in ABW when required.

- Conduct testing of new and existing functionality within Finance IT Systems when required by the Finance Business Systems team, fully documenting test results prior to user acceptance testing.

- Liaise with 3rd party companies and consultants and support strong supplier relationships

Training

- Co-ordinate all Finance training courses, ensuring room and trainer's availability, appropriate IT provision for the training delivery, and using iTrent make all Finance courses available to staff across the University.

- Provide training statistics to the Associate Director of Finance Systems, Training and Academic Enterprise on a quarterly basis.

- Develop and maintain relevant and practical financial training materials and guidance notes using the appropriate modes of communication and software to support the learning experience which suit the different needs of budget managers and finance staff throughout the University on general good practice,

interpretation of procedures and finance computer software learning and queries.

- Liaise with 3rd party training consultants, Central Finance, Learning and Development as well as other support departments and academic staff to ensure relevant and effective financial training is promoted, provided and understood by UAL staff and budget managers across the University and its subsidiaries.

- Arrange, co-ordinate and facilitate presentations and demonstrations with both internal and external stakeholder groups to ensure the maximum benefit is realised.

- Identify the appropriate training medium for differing circumstances, e.g. one-to-one or group training session.

- Co-ordinating the room management of the Finance Training room. This also includes liaising with Central Registry when required as the room is shared, plus other departments who request it.

- Assist with the arrangements and facilitation of the Finance Community of Practice Awaydays.

Website
- Support Finance in ensuring the website pages provide a good user experience, content is engaging and appropriate for the audience.

- Support the transfer of Finance website content to the new content management system for the intranet site.

- Enhance and maintain the Finance Intranet pages, ensuring information is presented effectively and current. Liaise with UAL Communications department on a regular basis to ensure Finance is aware and prepared for any technical and format changes that may impact the way the University provides on-line information.

- Identify new and innovative ways Finance can communicate information and store data using the new intranet particularly around Office 365 integration.

Administrative Support
- Support the Associate Directors of Finance as required. Duties will include providing administration support, diary management, room bookings, arranging team meetings and 1:1s, taking minutes and providing papers.

- Make and communicate travel arrangements when required for the Finance.

- Promote new ways of communicating with the Finance Community of Practice, producing a quarterly newsletter on behalf of the team to provide current information on the progress of projects being managed by the team.

Other

- 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

Item 01

- 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:

Director of Finance
Associate Directors of Finance
Project / Programme Senior Responsible Owners
Project Managers
Head of Departments and Leaders from University Colleges.
Third Party Suppliers, contractors, Account Managers
Finance Business Systems and Project Team
Central Finance Department
Academic Enterprise

Specific Management Responsibilities

Budgets: N/A
Staff: N/A

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
        (Recruiting Manager)

Job Title: Project Support and Finance Training Coordinator   **Grade: 3**

Item 01

Person Specification	
Specialist Knowledge/ Qualifications	First degree in any humanities subject (HD) Competent levels of IT skills to enable best use of available information and communication for the post. To include : • MS Office; (Word, Excel, PowerPoint, Outlook, internet) • Knowledge of web page software (D) • Agresso V6.0 (D) • iTrent HR systems (D) • Celcat Timetable system (D) Ability to type effectively and accurately. Knowledge of Financial and project management terminology and methodology. (D)
Relevant Experience	Strong organisational and administrative experience Experience of diary management, arranging meetings for large numbers of people and communicating to large numbers in a clear and well-articulated format. Experience of minute taking and distributing them in a timely manner that is clear to all. (HD) Experience of setting up IT equipment for training courses and preparing training materials, quick reference guides and video clips. Experience with handling confidential matters in a professional and discreet manner. (D)
Communication Skills	Communicates effectively orally and in writing/ or using visual media adapting the message for a diverse audience in an inclusive and accessible way. Ability to develop internal networks, actively seek to build productive and enduring relationships between teams to strengthen working relationships and foster collaboration, influence events or decisions.
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
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	Builds and maintains positive relationships with students or customers.

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Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.