

JOB DESCRIPTION

Job title: Finance Project Support and Training Coordinator	Accountable to: Finance Project Manager
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £30,777.00 to £37,468.00 per annum	Grade: 3
Service: Finance	Location: Hybrid – CSM King's Cross/Home

Purpose of the role?

Working across Finance this post will support the Finance Business Systems Team with Finance projects, initiatives and training aimed at enhancing and supporting Finance within the University.

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

Duties and Responsibilities

Administration and organisation

- To provide organisational and administrative support to projects and initiatives that involve Finance in the development and implementation of any new technologies and processes aimed at supporting and/or enhancing the Finance provision within the University
- Conduct testing of new and existing functionality when required by the Finance Project Manager, fully documenting test results prior to user acceptance testing.
- Draft written communications and announcements on behalf of Finance to internal stakeholders
- Raise requisitions and complete goods receipting in ABW when required for The Finance department
- Manage the Finance device and equipment assets, ensuring Digital and Technology are aware when devices need to come under device refresh, responsible for allocating devices to new starters and ensure laptops are reimaged before being passed to another member of the Finance team. As required, liaise with the UAL IT department to purchase additional laptops.
- As a Finance Administrator, support desk and meeting rooms bookings using the internal Matrix desk booking system when required.
- Liaise with key Finance stakeholders to maintain and update the Finance organisation chart on a monthly basis, ensure the Finance Department distribution email list and the Finance Department Teams site are up to date with the relevant finance staff

- Support the Associate Directors of Finance as required. Duties may include providing administration support, diary management, and room bookings, arranging team meetings, supporting the Finance awaydays
- Provide support for the recruitment of Finance staff, this will include coordinating interview dates, room bookings and supporting documents.
- Promote communications and engagement with the Finance Community of Practice and wider University as appropriate.

Training

- Promote and co-ordinate all Finance training courses, take ownership of the ABW Excelerator training course, ensuring room suitability, trainer's availability, appropriate IT provision for the training delivery, and using iTrent make all Finance courses available to staff across the University.
- Develop and maintain Finance business systems video training guides ensuring they are accurate and up to date and follow UAL branding and accessibility guidelines using Adobe Premier.
- Produce half-yearly training KPI reports to the Associate Director of Finance: Academic Finance and Business Development
- Own the finance induction and onboarding checklist that is used for new Finance starters, keeping it current with the latest information, including mandatory and recommended Finance training
- Working with Finance, internal and external stakeholders, develop and maintain current, relevant, and practical financial training materials and guidance notes using the appropriate modes of communication and software to support the learning experience, ensuring they suit the different needs of budget managers and finance staff throughout the University on general good practice, interpretation of procedures and finance computer software.
- Arrange, co-ordinate and facilitate presentations and demonstrations with both internal and external stakeholder groups to ensure the maximum benefit is realised.
- Manage the Finance Training email inbox, responding to staff queries in a timely manner.

Website

- 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.
- Work with the Finance department and identify which current physical forms can be moved online using UAL's software solution Gravity.
- Support Finance in ensuring the finance intranet website pages provide a good user

experience, content is engaging and appropriate for the audience.

- Monthly, liaise with the Internal Communications Team to add a news story to Canvas of Finance staff new starters and leavers.

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
- 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
- To ensure compliance of the General Data Protection Regulations 2018 (GDPR)

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

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other (e.g. accommodation; equipment):

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Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none">• Undergraduate qualification in relevant area, or equivalent working experience• Competent levels of IT skills to enable best use of available information and communication for the post. To include:<ul style="list-style-type: none">• MS Office; (Word, Excel, PowerPoint, Outlook, Teams, SharePoint, internet) (E)• Knowledge of web page software / content management software• Knowledge of Finance Information Systems (Agresso/ABW) (D)• Ability to type effectively and accurately.• Knowledge of Financial and project management terminology and methodology. (D)
Relevant Experience	<ul style="list-style-type: none">• Strong organisational and administrative experience (E)• Experience of diary management, arranging meetings for large numbers of people and communicating to large numbers in a clear and well-articulated format. (D)• Experience of minute taking and distributing them in a timely manner that is clear to all. (D)• 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	<ul style="list-style-type: none">• Communicates effectively orally and in writing/ or using visual media adapting the message for a diverse audience in an inclusive and accessible way. (D)• 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.
Planning and managing resources	<ul style="list-style-type: none">• Plans, prioritises and manages time effectively to achieve agreed objectives within set timescales. (E)

Teamwork	<ul style="list-style-type: none">• Works collaboratively in a team and in a matrix structured organisation and where appropriate with different departments and professional groups.
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none">• Uses initiative or creativity to resolve problems