

## JOB DESCRIPTION

<b>JOB TITLE</b>	Senior Administration and Finance Officer				
<b>DEPARTMENT</b>	ICT				
<b>JOB NUMBER</b>		<b>GRADE</b>	6	<b>DATE</b>	
<b>REPORTS TO</b>	Security, Compliance and Administration Manager				

### CONTEXT

### JOB PURPOSE

This role sits within the Security, Compliance and Administration team the post holder is expected to have a good understanding of the business operation of the department, the services it delivers to the University and the relationships in place with the customers and suppliers of the department. In addition and appropriate to the role within this team the post holder should have a good understanding of financial management within a large and complex ICT environment supporting a University.

This role will actively contribute to supporting the successful operation of the ICT department and providing an excellent experience for all members of the department, its customers, its suppliers and other partners.

#### **Autonomy**

Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes.

#### **Influence**

Influences team and specialist peers internally. Influences customers at account level and suppliers. Has some responsibility for the work of others and for the allocation of resources. Participates in external activities related to own specialism. Makes decisions which influence the success of projects and team objectives. This role is expected to be a role model to others across the department.

#### **Complexity**

Performs a broad range of complex technical or professional work activities, in a variety of contexts. Investigates, defines and resolves complex problems.

#### **Business Skills**

Selects appropriately from applicable standards, methods, tools and applications. Demonstrates an analytical and systematic approach to problem solving. Communicates fluently orally and in writing, and can present complex technical information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share common objectives. Plans, schedules and monitors work to meet time and quality targets and in accordance with relevant legislation and procedures. Rapidly absorbs new technical information and applies it effectively. Has a good appreciation of the wider field of information systems, their use in relevant employment areas and how they relate to the business activities

of the employer or client. Maintains an awareness of developing technologies and their application and takes some responsibility for personal development.

## KEY RESPONSIBILITIES

### TEAM LEADERSHIP

Working with the Security, Compliance and Administration manager, is responsible for the administration and financial support activities of the department.

- Consideration of individual welfare and pastoral care, including appraisal, training, development, disciplinary and performance management.
- Ensure effective bi-directional communication between team members and management
- To support, motivate and enthuse staff within own team. Act as a role model for others in the department exhibiting appropriate behaviours and demonstrating 'xxxx'.

### ADMINISTRATION & DEPARTMENT SUPPORT

Working closely with other members of the team as directed to provide administrative support to colleagues within the department.

- Co-ordinate and oversee the support for ICT service accountable to ensure accurate and up to date information and records are maintained relating to all contracts, supplier relationships, software assets and licenses, hardware assets.
- Co-ordinate gathering information required for internal and external audits, compliance reviews, metrics gathering and other similar exercises.
- Gather information to support responses to Freedom of Information requests.
- Oversee support to department line managers and the HR business partner to administer staff records management including acting as a department sickness and absence officer.
- Support all members of the department in the arrangement of training, events, travel, accommodation, subsistence, etc.
- Co-ordinate provision of meeting management support to the department including activities such as meeting scheduling, room booking, minute taking and reporting.
- Gather and maintain information for publication to the ICT internal and external websites and other publication channels.
- Provide administrative support to the ICT Executive.
- Clarify matters of a non-routine nature dealing with complex queries and explaining procedures and processes

### **FINANCIAL MANAGEMENT, PROCUREMENT & PURCHASING**

- Act as the senior point of contact within the department regarding financial matters, promote financial best practice.
- Provide guidance and support in the use of the finance system. Generate ad-hoc and regular enquiries and reports from the finance system.
- Provide support to department operational and project budget holders and the Finance business partner to maintain accurate financial records, gather information and generate reports relating to financial performance, budgets, forecasts and actual costs.
- Reconcile ledger accounts and projects, investigate variances of actual costs, budget and forecast and contribute to their resolution. Support budget holders in correcting any financial records and generating revised forecasts.
- Provide support to department colleagues and department customers to ensure correct purchasing and procurement practices are adhered to and accurate records are maintained within the finance system.
- Work closely with service desk colleagues to respond and action customer requests for the purchase of ICT equipment and software.
- Ensure budget is available before orders are placed. Ensure budget is committed at the earliest opportunity on the finance system after the signed/approved purchase requisition is completed
- Complete regular housekeeping of purchase orders proactively managing the process and status of orders. Ensure all orders and other postings (purchase cards; expenses etc.) are correct; including ensuring the correct use of appropriate project and account code
- Ensure accurate records of the receipt of goods and services are maintained within the finance system.
- Support budget holders and the Finance business partner in preparing for financial year end and preparation of the following year's budget.

### **PERSONAL DEVELOPMENT**

Develops and maintains knowledge and awareness of the operation of the department and the University by:

- Reading relevant literature and attending training
- Maintain regular contact with other colleagues and the Finance business partner regarding finance best practice.
- Consideration of individual welfare and pastoral care, including appraisal, training, development, disciplinary and performance management.

### **COMMUNICATION & PERSONAL NETWORKS**

- Contributes to user groups, or specialist subject groups.
- Communicates well, both orally and in writing, and responds to wide-ranging and detailed questioning relating both to own areas of specialisation and, at a more general level.
- Promotes the service within the University and creates strong personal relationships with the full range of stakeholders.
- Meeting and maintaining contact with colleagues in other departments and taking an active part in appropriate University forums and groups
- Creates relationships with a range of stakeholders.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

## ADDITIONAL INFORMATION

### Scope and Dimensions of the Role

The post holder will work flexibly, independently of location, in order to deliver on objectives.

### Key Working Relationships/Networks

Internal	External
<ul style="list-style-type: none"><li>• ICT Senior Management</li><li>• ICT teams</li><li>• Finance business partner</li><li>• HR business partner</li><li>• College staff (research, academic and administrative)</li><li>• Professional service staff</li><li>• Student Union</li><li>• Students</li></ul>	<ul style="list-style-type: none"><li>• Key Suppliers and Commercial Partners</li><li>• Other institutions</li><li>• Sector bodies (UCISA/JISC)</li><li>• Relevant professional bodies</li><li>• Represents the University at appropriate forums and makes a positive contribution to relevant sector/industry groups.</li></ul>

## PERSON SPECIFICATION

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
<b>Qualifications:</b>		
Relevant financial qualifications or equivalent experience	D	A,I
<b>Experience:</b>		
Experience of financial management	D	A,I
Experience of procurement and purchasing	D	A,I
Experience of department administration	D	A,I
Proven record of delivering results within a given timescale	D	A,I
Knowledge of the HE sector	D	A,I
<b>Skills and Knowledge:</b>		
Use and operation of a finance system	D	A,I
Computer literate and a good knowledge of Microsoft Office applications	D	A,I
Broad understanding of ICT disciplines	D	A,I
Problem analysis and solving skills	D	A,I
Good written and verbal communication skills	D	A,I
<b>Competencies and Personal Attributes:</b>		
Credibility and integrity	E	I,R
Positive and open in communication both verbal and written	E	I,R
Initiative and confidence	E	I,R
Collaborative, able to build working networks	E	I,R
Commitment to service quality whilst adhering to internal procedures	E	I,R

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.