

Job Description

Job title	Finance Officer and Procurement Assistant
School / department	Finance
Grade	5
Line manager	Deputy Transactions Manager/Procurement Manager
Responsible for (direct reports)	N/A
Date of creation or review	05/08/2022

Main purpose of the job

A short summary of the role

The Income, Commercial and Procurement Operations are integral part of the Finance function and will drive strategy and business development to grow commercial income for the University.

Assisting the Deputy Transaction Manager and Procurement Managers in meeting demanding income targets circa £160 million increasing to £200 million. This will include driving accommodation, LCME, RGT, enterprise team and work with other University stakeholders including Schools, Marketing, IT and HR. As well as driving income growth the role will entail planning and delivering on future income growth.

Key areas of responsibility

Description of the key duties and responsibilities associated with the role (bullet pointed or numbered).

1. Planning and Organising

He/she ensures Transactions Department operates legally, efficiently and work is completed to defined security and customer care standards and legislative controls.

He/she will resolve daily problems and queries using own initiative, expertise, judgment, and be reactive in responding to queries from debtors, Schools, and external organisations. He/she will also plan by discussion, consultation and negotiation with Schools, external customers, and legal entities.

Meet business needs and reporting requirements of the University and trading companies to deliver its strategic objectives.

3. Banking and reconciliation

Manage and oversee all banking, accounting, audit controls and ensure deadlines are adhered to. Ensure weekly BACS run is carried out and authorised online along with managing the processing of online Barclays and subsidiary payments. Main point of contact with bank regarding all transactions through bank accounts including any queries we have regarding credits or debits. Manually input transfers, refunds, wright off and wright back reversals and update in financial software (BQ) for UWL and DSL. Raising invoices for outstanding fees and paid receipts for students, and raising credit notes on Unit E.

2. Schools and Departments of university

Provide clear concise information for staff and students regarding financial queries including how to pay fees, payment plans available and how to generally arrange cash advances when staff are travelling abroad on university business.

3. Enterprise Commercial Activities

Assisting with delivery of all enterprise activities, LCME, Ruskin & DSL and support the enterprise team in achieving the income target. Follow up on leads to income generation and building on initiatives.

Focusing on the long-term interests of the business. Handle daily business issues, manage company associations, and identify future additional business opportunities. Communicating and negotiating with clients and business associates to improve income generation. Resolve ISOM Enquiries, raise invoices and manage payments. Raise UWL/UWLC/DLS/RUSKIN invoices and credit notes and raise NEON Invoice for Summer Symphonism.

4. Accommodation

Assist with the arrival of all new students into all accommodation sites. This involves organising a team of student ambassadors to engage and interact with new students helping with luggage and general queries. Manage Ruskin external hire process by managing Accommodation Enquiries, sending NHS weekly updates, keep track of accommodation payments.

5. Procurement

- Ratifying the new supplier process and carrying out the necessary checks on the new supplier forms in line with The University's policies including IR35 checks where applicable
- PO approvals via the University's P2P financial system
- Providing generic support activities to the Head of Procurement and the department
- Ensure corporate and regulatory compliance across procurement processes
- Provide guidance and support to the extent of knowledge and as appropriate to grade (seeking further guidance as required), to University staff and where appropriate, suppliers, on procurement systems, regulations, policies, processes and procedures to develop procurement capability.
- Assist with data and information collation
- Ensure POs raised are in line with the University's Procurement Policy
- Deliver efficiencies in costs of goods / works / services procured for the University
- Providing procurement related support as and when required
- Develop excel-based evaluation models appropriate to each procurement exercise.
- To promote best procurement practice and be able to evidence achievement of value for money in all non-pay expenditure areas and supply chain service improvement.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

Organisational chart or some further information about the School/College/department.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies This section reflects the appropriate level of expertise required by the role.	Example Criteria	Essential	X	X	
	Educated to degree level or equivalent and/or any relevant work experience, with a view to progress to postgraduate	Desirable		X	
Knowledge and experience This section reflects the level of knowledge and experience of the key aspects of the role, as described in the job description.	Experience of working within a Transaction Department within Finance Department.		X	X	
	Implementing and streamlining transactions department to improve cash flow		X	X	
	Experience of Commercial & Sales environment		X		
	Target driven			X	
Specific skills to the job This section identifies job-specific skills required which might be completely unnecessary for other jobs but are critical to this particular job.	A strong understanding of manual and computerised accountancy systems and principles			X	
	Experience of large turnover, multi-site organisations Ability to organise workload and lead team with duties and roles			X	
	Strategic and hands-on approach			X	
	Commitment to providing customer focused service			X	
General skills This section identifies transferable skills that you use for almost every job.	Experience of working to defined service levels, targets, and key performance indicators			X	
	Ability to prioritise workloads effectively, balancing conflicting deadlines and achieving results and deliverables within fixed timescales			X	
	Able to think strategically			X	
Other This section should be used to make candidates aware of	Willingness to undertake further training and to learn and adopt new procedures as and when required			X	
	Flexible working at peak times, some weekend work required of the			X	

any special circumstances pertaining to the post.	university calendar – enrolments, open days, and year end				
	Excellent organisational skills			X	

Disclosure and Barring Scheme Is a DBS Check required: DBS (This post does not require a DBS check)

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.