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| Role | Finance Officer |
| Standardised Job description code | GENF-01 | Grade | 6 |
| Role Purpose |
| To manage day-to-day financial administrative activities in accordance with university financial controls. |
| Grade Descriptors |
| [high level core purpose commensurate with grade descriptor] =not to be edited |

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| * Independently resolves financial issues and discrepancies, demonstrating proactive problem-solving skills.
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| * Provides supervision and guidance to junior staff members within the finance department, delegating work and fostering their professional development.
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| * Participates in collaborative decision-making processes regarding financial matters, suggesting and implementing enhancements to existing procedures.
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| * Takes ownership of the quality assurance within a designated financial domain, establishing and refining protocols as necessary.
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| * Conducts detailed data analysis related to financial data, producing concise reports and factual documentation to support informed decision-making in financial matters.
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| * Contributes sections to comprehensive financial reports and publications, ensuring accuracy and relevance of financial information presented.
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| **CORE RESPONSIBILITIES [high level work which applies to multiple employees]**  |
| Guidance on what can be changed can be found in the Toolkit for Managers & HRChanges to core responsibilities must be checked and verified at local HR level to ensure edits are appropriate and remain within grade descriptor boundaries described above |
| * Act as a primary point of contact for finance-related enquiries, offering guidance on best practices in financial processes, procedures, and policies, while actively resolving issues.
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| * Offer advice and assistance on financial matters, including interpreting and explaining financial data, rules, and regulations.
 |
| * Provide supervision and support to team members, facilitating training and development to support their professional development to build departmental capacity.
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| * Embed the University's key financial processes into team processes, ensuring that processes are fully documented and regularly reviewed, and identifying opportunities for improvement where relevant.
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| * Ensure compliance with the university's financial regulations, policies and processes, and relevant external requirements; identify and mitigate financial risks, and key priorities throughout the financial year
 |
| * Prepare timely and accurate monthly and year-end financial reports for stakeholders, adhering to policies and procedures:
* Deliver effective month end routines in line with relevant timetables.
* Deliver regular reporting within the department to budget-holders, supporting the understanding and interpretation of reporting, and highlighting areas for concern and action.
* Prepare year-end returns and reports to the central University team ensuring key tasks are completed to deadline.
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| * Stay abreast of relevant changes in university financial regulations, external financial standards, and process developments, embedding changes into local practice.
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| * Participate actively in relevant university Process User Groups, helping shape service improvements and contributing to the broader financial administration community.
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| * Develop and maintain positive, professional working relationships across departments, with the central Finance Division and external suppliers to support effective, transparent financial operations.
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| * Where relevant, contribute to embedding sustainable financial practices and improving financial literacy among team members and stakeholders through coaching and advisory support.
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| BUDGETING, FORECASTING AND REPORTING (IF RELEVANT):* Support the department’s annual budgeting and quarterly forecasting processes, working closely with budget holders to ensure accurate projections.
* Monitor performance against budget, completing variance analysis and advising on appropriate actions accordingly.
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| FOR GRANTS (IF RELEVANT):* Support researchers in preparing budgets for inclusion in grant applications.
* Supporting researchers in project initiation, effectively communicating information about grant terms and conditions.
* Preparation of monthly grant reporting for researchers.
* Monitoring spend against grant budgets to ensure only eligible expenditure is posted, and manage corrections.
* Provide information for grant audits as required, liaising with the Finance Division and/or audit teams as needed.
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| Selection CriteriaEssential [defined by SJD]  |
| * Previous experience in a finance role, preferably within higher education or a large institutional setting.
* Working towards a professional qualification in accountancy e.g. ACCA, CIMA or equivalent experience
* Exceptional attention to detail and accuracy.
* Experience of effective team working and ability to work collaboratively.
* Demonstrated analytical and numeracy skills.
* Good written and oral communication skills with the ability to communicate with people at all levels.
* Experience of delivering key financial tasks, such as month end, preparation of budgets and following core operational processes.
* Excellent IT skills, including ability to use finance information systems and spreadsheets (e.g., Excel) to analyse data and efficiently produce clear and informative management information reports.
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| Desirable |
| * Knowledge and use of Oracle Financials.
* Experience providing supervision and support to team members.
* Qualified AAT
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| Date |  |
| Edits to core responsibilities checked & verified against grade descriptor by {Departmental HR contact}: |  |