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**THE POST**

**College/Service:** University of Exeter Medical School - <http://www.exeter.ac.uk/medicine/>

**Post:** Finance Assistant

**Reference No:** P00011

**Grade:** D

**Reporting To:** Management Accountant UEMS

The above full time, permanent post is available immediately in the University of Exeter Medical School. This post will be based on one of the University's Exeter campuses. This is an exciting opportunity to help build successful financial management and support to all areas of activity within the new College as part of a new dynamic team.

The post holder will report to the Management Accountant, work closely with all colleagues in the College Finance team and colleagues in Finance Services.

**Job Description**

**Main purpose of the job:**

To support the Finance and Procurement functions within the College and centrally by helping in the development and establishment of processes. To deliver an efficient and effective financial and administrative service in the newly established College.

**Main duties and accountabilities:**

Provide efficient and timely general financial services to all College staff, including the raising of purchase orders, receipting goods received, processing staff expenses, assisting with completion of staff recruitment documents providing financial reports and assisting the Management Accountant with budgets, forecasts and business plans. Detailed duties to include (but not limited to):

- To assist the Management Accountant with the development of College budgets and plans.
- Provide budgetary support, guidance and advice to College budget holders to ensure that budgets and plans are properly costed and managed within the College.
- Assist the Management Accountant with the monitoring of income and expenditure in accordance with University and sponsor rules, regulations and policy.
- Maintain of accurate financial records for the College
- Provide assistance to College staff in respect of general financial queries.
- Code and input financial and related data (purchase and sales invoicing and credit notes) into the finance system. Liaise with Payments Section and internal and external suppliers
- The raising and processing of requisitions, purchase orders and claims, including giving advice on best value in purchasing in liaison with the College Purchasing Officer.
- Receipting goods against purchase orders
- To assist with the reconciliation and coding of the College's purchasing card statements
- Check, code and process staff expense claims
- Liaise with the Management Accountant in respect of new General Ledger coding requirements
- The input of journals onto the finance system

- Assist the Management Accountant with the administration of accounts for sundry income, short courses, conferences, etc, receipting and banking income from same. Liaise with Cashier's Office as required.
- Assist with the raising and prompt issue of sales invoices to external clients
- Assist with the completion of financial information on staff recruitment documentation, liaising with the recruiting manager where necessary.
- Issue and management of petty cash floats.
- Responsible for the authorisation of requisitions, purchase orders, claims and invoices to an agreed value level.
- To assist with ensuring that University regulations relating to the engagement of casual workers/consultants are followed and all relevant documentation completed/retained.
- To assist in the development of appropriate data and record systems.
- To support the maintenance of the research and finance information bases on the College's internal and external websites.
- To ensure the effective use of multiple systems supporting financial management of financial and research support (including APTOS, SITS, PAC, etc).
- To support/service relevant College committees.
- To work closely with Professional Service colleagues in finance services across the Colleges and the University.

### **Other duties**

To develop a knowledge of the aims and activities of other teams within the College and the University;

All professional services staff within the College are expected to support and develop the College's objectives by providing high quality professional services to students, staff, visitors and clients as effectively and efficiently as possible within our available resources. All professional services staff are expected to:

- Take a proactive approach to understanding our customers and how we can best meet their needs
- Work together in a mutually supportive way and towards shared priorities
- Assist at College wide events where required
- Take shared responsibility for the smooth operation of the College's administrative processes
- Respond to enquiries (in person, by telephone or email) from staff, students and visitors in a professional and customer-focused manner
- Provide cover and support for colleagues and teams within the College, during peak periods, holidays or illness
- Undertake other duties and projects as may be reasonably required by the Assistant College Manager (in accordance with the grade of the post) to help achieve the team outputs.

The successful post holder will, from time to time, be required to be flexible regarding working hours.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

## **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to A Level standard or equivalent.</li></ul>	<ul style="list-style-type: none"><li>• Working towards a relevant senior professional qualification such as AAT, ACA, ACCA, CIMA or CIPFA.</li></ul>
<b>Prior Experience</b>	<ul style="list-style-type: none"><li>• Previous recent experience within a finance function.</li><li>• Competence in the use of Microsoft Office including Outlook, Word and Excel.</li><li>• Experience and understanding of providing and delivering an exceptional level of customer service</li></ul>	<ul style="list-style-type: none"><li>• Experience of using an accounts package</li><li>• Knowledge of accounting standards</li><li>• Experience of finance within an Higher Education Institution</li><li>• Experience of purchasing</li></ul>
<b>Skills and Understanding</b>	<ul style="list-style-type: none"><li>• Excellent organisational skills, including ability to prioritise tasks and work to deadlines.</li><li>• Numerate and comfortable working with figures to a high standard of accuracy.</li><li>• Excellent communication skills</li><li>• Able to work on own initiative, be self motivating and proactive.</li><li>• Confidence and experience in dealing with a very wide range of people, both internal and external to the University.</li><li>• Enthusiastic, conscientious and committed.</li></ul>	

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Catherine Serjeant, Assistant College Manager, 01392 723309, email [c.serjeant@exeter.ac.uk](mailto:c.serjeant@exeter.ac.uk).

### **Additional Information Relating to the Post**

#### **Salary**

Salary will be from £18,868 up to £21,802 per annum subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

Hours of work will be 36.5 hours per week (full-time).

#### **Overtime**

When overtime is worked, by prior arrangement with your Manager time off in lieu will be given or (provided you have worked more than 36.5 hours) will be paid at time-and-a-half.

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml> for more information.)

#### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the University of Exeter Retirement Benefits Scheme (ERBS) is automatic provided that you meet the qualifying criteria for membership.

The ERBS is a contracted-out scheme and the employee's contribution is 6.25% of gross salary; the University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. This scheme is a Career Average Revalued Earnings scheme, for further information please visit <http://admin.exeter.ac.uk/personnel/pensions>. You may opt out of the scheme: if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)).

Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting.

### **Application Procedure and Interview Information**

The closing date for completed applications is **27<sup>th</sup> September 2012**.

Applicants are invited to apply on-line via our e-recruitment system. This can be found at [www.exeter.ac.uk/jobs](http://www.exeter.ac.uk/jobs) . Please quote reference number **P00011** in any correspondence.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.