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# JOB DESCRIPTION

**POST:** Finance Officer, Exchequer Services Team

**REF:**

**DEPARTMENT:** Finance

**GRADE:** 4

**REPORTING TO:** Accounts Payable Team Leader

**SUPERVISORY RESPONSIBILITY:** None

# JOB PURPOSE:

Operating as an active member of the Finance Team and working closely with the School Support Unit, Schools and Directorates, the role holder will deliver administrative processes and systems to support the delivery of a professional, effective and efficient accounting service.

The role will be fully conversant with the functional aspects of both the Accounts Payable and Accounts Receivable functions of the OneUni Financial system, and the SITS Student Records and Account Management system, using those systems to provide support as appropriate within the Exchequer Services Team.

# DUTIES AND RESPONSIBILITIES:

1. The post will deliver a range of administrative activities to support the effective working of the Finance Team and to support the interface between the Schools, University departments and the Finance Directorate. The role holder will be expected to work flexibly, supporting colleagues to deliver continuous improvements in the service provision to students and staff.
2. Contribute to the delivery of a high quality, finance advice and information service, providing guidance to internal and external customers.
3. Maintain good working relationships with staff across the University to ensure that customer service standards are consistently maintained.
4. Participate with other members of the team in providing front desk support to both students and staff to ensure that it is available between 1000 and 1600 Monday through Friday.
5. Liaise with all departments/schools to ensure all financial procedures are adhered to. Share knowledge of these procedures, including updates via email and attendance at departmental meetings.
6. Export data out of the finance and student information systems to provide regular monitoring and reconciliation for management information.
7. Working closely with the Finance Directorate to support the implementation of new or updated functionality, and the ongoing operation, of all systems used within the Finance Department.
8. Assist in supporting non-finance users of OneUni.
9. Be a point of contact for staff within the University regarding financial policy, to ensure compliance.
10. Administer the University on-line store, adding products, maintaining and producing reports, and assisting with user queries.
11. Provide support in the reconciliation and input of incoming payments and deductions.
12. Provide day to day support in the student income management process:

* Support the definition of fees in line with University Policy and the issuing of student invoices
* Process student refunds and expense claims
* Provide support to the Debt Control Manager within the Exchequer Team

1. Provide day to day support in the non-student income management process:

* Support the correct processing of sales invoice requests including coding and authorisation
* Process Debtor invoices
* Provide support to the Debt Control Manager within the Exchequer Team

1. Provide day to day support in the procurement process (Supply Chain Management):

* Support the correct processing of purchase orders including coding and authorisation
* Process Supplier/Creditor invoices
* Support the administration of purchase and credit cards
* Provide support to the Accounts Payable Team Leader within the Exchequer Team

1. Expense claims:

* Staff and Students – review claims to ensure compliance with expenses policy and financial regulations prior to approval
* Support the administration of student expense claims

1. Respond to queries from students who are in receipt of US Loans, referring any legislative questions to the US Loans Administrator for advice.
2. Extract, analyse and monitor data held both in the Finance and Student Record System.

* Tuition and Accommodation Fees
* Student Sponsor
* Bursaries
* Expenses, Payments and Refunds
* Commercial Invoicing

1. Work to ensure that all month-end postings are correctly made within the OneUni and SITS system to ensure the integrity of the month-end process.
2. Contribute as required to tasks and projects undertaken by the wider Finance Team.

## To participate in any training deemed appropriate for the post holder and be responsible for updating self-knowledge and awareness of students funding regulations via literature and database searches.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** Finance Officer

**SCHOOL / DEPARTMENT:** Finance

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| A good standard of education | Essential | Application |

## Knowledge & Experience

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Excellent standard of numeracy with the ability to accurately input figures ensuring attention to detail. | Essential | Application/  Interview |
| Experience of working in a debt collection role or similar role with direct communication focus. | Essential | Application/  Interview |
| Excellent Computer literacy skills with experience of MS Office (Word & Excel). | Essential | Application/  Interview |
| Experience of working with finance systems and or student information systems. | Essential | Application/  Interview |
| Experience in developing administrative systems and procedures. | Desirable | Application/  Interview |
| Understanding of how diversity issues may impact on student needs. | Desirable | Interview |
| Experience of working across multiple finance functions | Desirable | Application/Interview |
| Experience of following agreed processes / adhering to policy. | Essential | Interview |
| Experience of working in Higher Education or a public facing organisation. | Desirable | Application/  Interview |

## Skills & Attributes

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application/  Interview |
| Excellent interpersonal and communication skills with the ability to show empathy, tact and diplomacy with the ability to maintain a high level of confidentiality and discretion. | Essential | Application/  Interview |
| The ability to build effective working relationships with customers, colleagues and the wider University community. | Essential | Application/  Interview |
| Excellent written communication skills enabling production of documentation to a high standard ensuring attention to detail, both written and oral. | Essential | Application |
| Good standard of numeracy skills, and the ability to accurately input figures, ensuring attention to detail. | Essential | Application |
| Self-motivated and committed, prepared to adapt and develop new skills as required. | Essential | Application/  Interview |
| Demonstrable commitment to equality and diversity in the workplace. | Essential | Application |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured** | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

N/A