

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
PROFESSIONAL SERVICES
DIRECTORATE OF FINANCE
DIVISION OF FINANCE DIRECTORATE
FINANCE OFFICER
VACANCY REF: PSX-024098

Salary: Grade 4 £26,444 to £29,605 per annum, depending on relevant experience

Hours: Full Time (1 FTE)

Duration: Permanent

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Lee Ashton

Email: lee.ashton@manchester.ac.uk

Introduction to the University of Manchester

The University of Manchester is Britain's largest single-site university with a proud history of achievement and an ambitious agenda for the future. The quality, breadth and volume of research activity is unparalleled in the UK as indicated in the results of the independent Research Assessment Exercise.

Sir Arthur Lewis received the Nobel Prize for Economic Sciences in 1979, in recognition of his work in Development Economics – undertaken here during the 1950s. He was appointed Professor at Manchester in 1948, at the age of 33, and was Britain's first black Professor. The School of Social Science main building is named in his honour. Our staff are also located in Humanities Bridgeford street Building and the Williamson building.

The President and Vice-Chancellor of The University of Manchester, Professor Dame Nancy Rothwell, is leading a new vision and strategic plan – Our Future – to take us into our third century. It builds on a rich heritage of discovery, social change and pioneering spirit that is at the heart of the University of Manchester and the city region, which aims to make The University of Manchester one of the top 25 universities in the world. The plan identifies three goals - Research and Discovery, Teaching and Learning, Social Responsibility and four themes Our People Our Values, Civic Engagement, Global Influence, and Innovation.

The University of Manchester strives to make our community a welcoming, caring, and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

The University offers a range of support for new staff a great employment package that includes good terms & conditions and pension schemes, flexibility in approach, family friendly initiatives, development opportunities and services to support your health & wellbeing. In addition, there is a host of other staff benefits and excellent campus facilities. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

As a global institution, situated at the heart of a lively, culturally diverse city, we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful information on passports and visas, travel to the UK, accommodation, and a number of other practical considerations.

Equality and Diversity

We have a genuine commitment to equality of opportunity for our staff and students and are proud to employ a workforce that reflects the diverse community we serve. One of our guiding principles and values is Equality, Diversity and Inclusion and is at the heart of our activities and forms part of our commitment to our strategic Goal Three: social responsibility.

Amongst many awards, the University has held an Athena SWAN Bronze Award since 2008 and was one of the first UK universities to be awarded a Race Equality Charter Mark. The School of Social Sciences was awarded Athena SWAN Bronze status in 2017, and we will be applying for a Silver Award in 2021. We are listed in Stonewall's list of Top 100 Employers for 2020 and Inclusive Top 50 UK Employers and have been awarded the Disability Confident Employer by Jobcentre Plus.

Building on our Athena Swan Bronze Award, the School of Social Sciences is working hard to enhance the diversity of both its staff and student communities. We currently have 15 pledges for activities to support staff and students. We run annual pre-university courses in criminology, economics, philosophy, politics, sociology and social anthropology for local state school students as well as an on-line option for those further afield and the Pathways to Law Programme for those who meet widening-participation criteria; we also participate in the University-wide Manchester Access Programme.

Job Purpose

The Finance Officer is a member of the finance team working under the guidance of the appointed Head of School Finance and working closely with the Senior Finance Officer. The team is responsible for financial management to include preparation of monthly management accounts, budgeting & forecasting, undertaking reconciliations and providing general accounting support to the Financial Management Team, School Administrators and Budget Holders. Key Responsibilities, Accountabilities or Duties.

General Accounting Duties, to include:

- Support the Finance team in the production of monthly management accounts for designated areas within the Faculty of Science & Engineering:

- Calculation of deferrals and accruals
- Preparing and inputting journals onto the accounting system
- Account Code reconciliations
- Analysis of variances to budget
- Support the Head of School Finance in the annual financial reporting cycle, including preparation of monthly management accounts, forecast outturns, year-end accounts, annual budgeting, 5 year plans
- Provide financial guidance and advice to the schools Head of School Admin, Head of School and Budget Holders and be their main point of contact for finance non-research matters
- Support the academic community by providing timely variance analysis and other ad hoc reporting and investigations as appropriate, and alerting them to any financial issues
- Production of monthly printouts and other ad hoc reports and ensure that these are distributed to the relevant budget holder, research group leader or HoSA and that appropriate action is taken where necessary
- Monitor income and expenditure on school 'core' and 'other' accounts against budgets
- Ensuring sales invoicing is up to date and complete on 'core' and 'other' accounts
- Face to face meetings with relevant key budget personnel to provide guidance and advise
- Ensure that appropriate financial records are maintained in accordance with any policies set out by the Office of the Director of Finance
- Be familiar with the Financial Regulations, Procedures, Purchasing Policy and any other documents as issued by the Office of the Director of Finance from time to time, and give advice on compliance thereto
- Ensure that the Schools adhere to University financial procedures
- Be responsible for ensuring that financial reconciliations are undertaken on a timely basis, as required by the Office of the Director of Finance
- Provide efficient and flexible support across the Schools
- Develop understanding of the academic areas by close and regular contact with administration and academics
- Provide assistance to the internal and external auditors, government bodies and trusts
- Cover the workload of colleagues in times of absence
- Plan and organise one's own workload having liaised with the Head of School Finance with regard to priorities
- General administration duties will be required, ensuring that the filing system is maintained, and covering of the phones
- As the faculty is split over several buildings the capability to adapt and move to different sites is important

- Other associated miscellaneous duties as determined by the Head of School Finance as necessary in the successful completion of the office's activities

PERSON SPECIFICATION

Essential:

- Have relevant experience of working within a financial environment, and also monitoring & reconciling accounts. In particular the use of General / Nominal Ledgers
- Be competent in creating journals that require minimum level of manager review
- Have a sound knowledge and/or experience of accounting principles
- Have a high level of computer literacy including a working knowledge of MS Word, MS Excel and e-mail
- The ability to deal with the daily complexities of financial transactions within a busy office in an organised manner
- Possess excellent organisational skills and a willingness to work flexibly
- Have good interpersonal and communication skills and ability to work closely and effectively with people at all levels, in a pleasant, helpful and efficient manner, in person and over the telephone
- Be able to demonstrate the required skills to effectively communicate and explain finance practice and procedure to non-finance managers
- Strong analytical skills and able to demonstrate attention to detail
- Have the ability to work under pressure, and prioritise workload in order to meet strict deadlines
- Be able to work independently or as part of a team
- Have the ability to use discretion with sensitive information and to maintain complete confidentiality at all times

Desirable:

- Hold or have an intention to be working towards AAT level 4 qualification or above or demonstrate qualification to this level by experience
- Have knowledge of the University of Manchester financial procedures