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**Faculty of Technology**

**Faculty Office**

**Senior Finance Officer**

**ZZ602102**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range £26,495 - £28,936 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Finance Officer |
| **Grade:** | 5 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | Faculty Office |
| **Position Reference No:** | ZZ602102 |
| **Cost Centre:** | 41000 |
| **Responsible to:** | Faculty Finance Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017 |

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| **Context:** |
| Supporting a full range of financial services, helping the Faculty achieve its ambitions by providing an efficient and effective financial service, to maximise resources and to respond to the changing needs of the Faculty. |
| **Purpose of Job:** |
| The post holder will provide the Faculty of Technology with a comprehensive and fully integrated financial and purchasing system that supports the work of the Faculty and the University. The post holder will be responsible for ensuring that the Faculty has an effective and efficient financial service that responds to the needs of the Faculty, whilst ensuring that financial regulations and guidelines set by the University are met. The post holder will work closely with the Faculty Finance Manager to ensure that timely and accurate financial management information is produced when required. |
| **Key Responsibilities:** |
| 1. In liaison with the Faculty Finance Manager, delegate work to the finance officers ensuring they are motivated to achieve high standards and a professional manner at all times, contributing to performance management matters when they arise. 2. Direct involvement with the induction and training of new staff and the motivation and training of current staff - implementing new procedures. 3. To provide a fully comprehensive, integrated, responsive and informed client focused service in support of Impact and Innovation initiatives within the Faculty of Technology. 4. To provide a fully comprehensive, integrated, responsive and informed client focused service in support of Impact and Innovation initiatives within the Faculty of Technology 5. To advise on and monitor and where appropriate, directly assist in, the creation and maintenance of finance and other documentation in support of bid processes and grant submissions. 6. To liaise with Academic staff, Principal Investigators, Senior Finance Officers and University Professional Services in support of the above responsibilities. 7. To provide senior faculty staff with timely, accurate and informed financial management information in connection with research finance initiatives. 8. To provide support and management information in connection with the Faculty Research Excellence Framework (REF) submission(s). 9. To undertake one-off projects on behalf of Senior Faculty staff. 10. To work closely with the Faculty Finance Manager in the preparation of forecasts, the annual budget and five-year plans. 11. Provide advice to department/school/faculty staff on the processes for purchasing items and applying creativity to resolve queries and problems related to incorrect orders and invoices ensuring compliance with University finance regulations. 12. To oversee casual contracts and part-time hourly paid schedules, to ensure they are processed in a timely manner together with relevant claims. 13. To assist with the provision and analysis of statistical information for financial management decisions as required by the Dean and Senior Faculty Management, by collating and interpreting data and producing reports. 14. To ensure the validity of the data held on computerised and paper management information systems, ensuring that they are maintained and updated within appropriate timescales. 15. To monitor the year-end debtor/creditor schedules ensuring all required year end documentation is processed in line with financial procedures. 16. To monitor Department inventory and fixed asset registers ensuring they are correctly maintained, dealing with problem areas, involving the Faculty Finance Manager with more significant problems.   **Additional expectations of the role holder:**   1. To communicate with team members and liaising with relevant others, to ensure effective working relations. 2. To solve problems that occur applying knowledge of subject area. 3. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management. 4. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 5. Such other duties as may reasonably be required by the Finance/Faculty Manager. |

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| **Working Relationships:** |
| Faculty Finance Manager and Finance Team  Faculty Manager  Heads of Schools and Departments  Academic & Research Staff – All Levels  Central Professional Research & Collaborative finance staff |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Proven experience of working as a finance officer or equivalent in a large organisation | E | AF, S |
| 1.2 | Experience of working and communicating effectively with all staff at all levels both verbally and in writing | E | AF, S |
| 1.3 | Experience of using computerised accounting systems | E | AF, S |
| 1.4 | Experience of successfully meeting strict deadlines | E | AF, S |
| 1.5 | Experience in management, preparation, setting and monitoring budgets | E | AF, S |
| 1.6 | A working knowledge and understanding of financial & research management processes within a large complex organisation | D | AF, S |
| 1.7 | Familiarity with research funding agencies such as Research Councils, medical charities and government agencies | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Excellent IT skills including experience in the use of MS Office packages (Excel, Word and Databases) | E | AF, S |
| 2.2 | Ability to assimilate new processes quickly | E | AF, S |
| 2.3 | Excellent time management skills, ability to prioritise workload and meet strict deadlines | E | AF, S |
| 2.4 | Excellent English communication skills both written and oral | E | AF, S |
| 2.5 | Ability to interpret, analyse and present financial information with excellent attention to detail and accuracy | E | AF, S |
| 2.6 | Ability to advise non-financial staff clearly on financial issues | E | AF, S |
| 2.7 | Highly developed analytical and problem solving skills | E | AF, S |
| 2.8 | Ability to work on own initiative | E | AF, S |
| 2.9 | Understanding of financial audit procedures | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | AAT or equivalent finance qualification or equivalent financial experience | E | AF |
| 3.2 | Qualifications at GCSE grade B or above in Maths and English | E | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Proven ability to work as a member of a team, but also ability to work unsupervised and to prioritise own work as required. | E | AF, S |
| 4.2 | Proactive in problem solving | E | AF, S |
| 4.3 | Commitment and motivation to the completion of tasks and delivery of service through prioritising work load | E | AF, S |
| 4.4 | Committed to the provision of an excellent customer service | E | AF, S |
| 4.5 | Understand and support the aims and objectives of the faculty and its Schools/Departments | D | AF, S |
| 4.6 | Ability to work out of hours on occasions, including weekends | D | S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | PAULINE STEWART |
| **Date** | August 2017 |
| **Extension number** | 2353 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.