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**Faculty of Science**

**Faculty Office**

**Faculty Administrator (Finance)**

**ZZ004119**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £18,940 - £21,220 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:** | Finance Administrator |
| **Grade:** | 3 |
| **Faculty/Centre:** | Faculty of Science |
| **Department/Service:**  **Location:** | Faculty of Science |
| **Position Reference No:** | ZZ004119 |
| **Cost Centre:** | 44050 |
| **Responsible to:** | Senior Finance Officer |
| **Responsible for:** | N/A |
| **Effective date of job description:** | August 2017 |

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| **Purpose of Job:** |
| The post-holder will be required to provide comprehensive administrative financial service for the Faculty of Science. |

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| **Key Responsibilities:** |
| In order to perform these duties and responsibilities the post-holder must be familiar with and work in accordance to the University’s Financial Regulations.  1. The processing of purchase orders and goods received notes.  2. Filing and record keeping of financial documentation.  3. Assisting staff and students with the preparation of financial forms as required.  4. Responsible for checking travel claim forms for accuracy and compliance with Finance regulations.  5. Processing casual employee forms and Part time hourly paid schedules. To monitor, log and process all corresponding timesheets.  6. Assisting with cash handling within the School.  7. To maintain the stationery store / orders.  8. The processing of sales invoices and queries.  9. Assisting with year-end procedures for the Faculty.  10. To check that all financial documentation adheres to the University’s financial regulations.  **Additional expectations of the role holder:**   1. To communicate with team members and liaise and network with relevant others, to ensure effective working relations. 2. To solve basic problems that occur applying knowledge of subject area. 3. Provide course administration related information to relevant stake-holders i.e. Professional Accreditation Bodies. 4. To participate in performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims. 5. 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. 6. 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. 7. To fulfil such other tasks as may reasonably be required from time to time. |

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| **Working Relationships:** |
| School/Department Senior Finance Officer  School/Department Finance Officer  Faculty finance team  School/Department budget holders |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Previous experience of working in an office environment, to include: face to face and telephone enquiries, written correspondence and maintaining spreadsheets and databases | E | AF, S |
|  | Knowledge of administrative processes including basic finance procedures | E | AF, S |
|  | Experience of presenting data in spreadsheet format | E | AF, S |
|  | Experience of using computerised accounting systems or corporate finance systems | D | AF, S |
|  | Experience of working in HE or equivalent | D | AF, S |
|  | Experience of processing purchase orders and goods receipts | D |  |
|  | Knowledge of the University of Portsmouth’s financial regulations | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Good interpersonal and communication skills both verbally and in writing to both staff and students | E | AF, S |
|  | Experience of using Microsoft office computer package | E | AF,S |
|  | Good customer service skills | E | AF, S |
|  | High level of personal organisation and attention to detail | E | AF, S |
|  | Ability to meet strict deadlines | E | AF, S |
|  | Able to work co-operatively with others and also work independently | E | AF, S |
|  | Ability to communicate financial information in a clear manner to non-finance staff and students | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | GCSE (or equivalent) Maths and English at Grade C or above | E | AF, S |
|  | A Levels or equivalent | D | AF, S |
|  | Financial qualification | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Positive attitude to training | E | AF, S |
|  | Well motivated and committed to accurate completion of tasks | E | AF, S |
|  | Be enthusiastic and highly motivated to succeed in delivering an excellent quality service | E | AF, S |
|  | Flexible approach, for i.e. willing to cover for other equivalent posts in time of absence. | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (which may include 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 | √ | 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)** | SHEREE MALLINDER |
| **Signature** | S Mallinder |
| **Date** | 14th July 2017 |
| **Extension number** | 3006 |

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.