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**Faculty of Finance**

**Faculty Office**

**Faculty Finance Officer**

**ZZ600900**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Full-time, fixed term contract for 12 months or the earlier return of the substantive post holder**

Salary is in the range £22,214 - £25,728 per annum and progress to the top of the scale is by annual increments payable on 1April 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:** | Faculty Finance Officer |
| **Grade:** | 4 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | Faculty of Science  St Michael’s Building |
| **Position Reference No:** | ZZ600900 |
| **Cost Centre:** | 44068 |
| **Responsible to:** | Senior Finance Officer |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017 |

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| **Purpose of Job**: |
| Supporting a full range of financial services, helping the Faculty achieve its ambitions by providing efficient and effective financial administration, maximising its resources, aiding delivery of services and ensuring the proper standards and financial controls are maintained. To work with the other Finance Staff in the School, Department and Faculty to provide a high quality purchasing and finance system, ensuring that the financial regulations and guidelines of the University are adhered to. To work closely with the Senior Finance Officer and the Faculty finance team to achieve this purpose. |

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| **Key Responsibilities:** |
| 1. To work with budget holders and the Senior Finance Officer to provide an ordering and general finance service for all departments. 2. To use the E5 purchasing system to process external and internal orders, delivery notes, invoices and credit notes. To raise sales invoices and process income received. 3. To process expense claims, foreign payments and cheque requests. 4. To raise casual contract schedules and part-time hourly paid schedules and to process in a timely manner all timesheets and overtime claims. 5. To resolve any queries and problems related to purchase orders and invoices on the Universities finance system E5. 6. To be the point of contact for staff and students on completion of financial forms including expense claim forms, purchase order forms, invoices and payroll claims. 7. To maintain the year-end debtors/creditors schedules and process all required year end documentation following the financial procedures as set out by central finance. 8. To adhere to and promote the University Financial Regulations. 9. The post holder will be required to deputise for the Senior Finance Officer in all aspects of finance and undertake any other duties/projects as requested by the Senior Finance Officer or Faculty Finance Manager. 10. To assist the Senior Finance Officer with providing profit and loss statements and setting of the budgets when required. 11. To be responsible for the timely monthly reconciliation of the credit and GPC cards. 12. To maintain a departmental capital fixed asset register. 13. General duties to include filing and year-end archiving. |

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| **Working Relationships:** |
| Senior Finance Officer  Faculty Finance Manager  Science Faculty Finance staff  Faculty Manager  Departmental/School staff  Heads of Departments |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Understanding of basic financial procedures and purchasing law | E | AF,S |
|  | Experience of using a computerised finance system | E | AF,S |
|  | Microsoft Office and spreadsheets | E | AF,S |
|  | Experience of working in a busy finance office | E | AF,S |
|  | University finance regulations | D | AF,S |
|  | University purchasing regulations | D | AF,S |
|  | Understanding of the Higher Education environment | D | AF,S |
|  | University finance system E5 | D | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Able to develop and maintain effective communication links and working relationships with staff within the section, department and the university | E | AF,S |
|  | Ability to advise non finance members of staff and students on financial matters | E | AF,S |
|  | Ability to prioritise and manage own time | E | AF,S |
|  | Ability to work under pressure and to deadlines | E | AF,S |
|  | Creating spreadsheets | D | AF,S |
| **3.** | **Education &/or Training** |  |  |
|  | Qualifications at GCSE Level or equivalent in English and Maths | E | AF,S |
|  | Qualifications at A Level or equivalent, or relevant financial experience | E | AF,S |
|  | Finance qualification | D | AF,S |
| **4.** | **Other Requirements** |  |  |
|  | Understand and support the aims and objectives of the Faculty and its Schools/Departments | D | AF,S |
|  | Appreciate the needs, aspirations and motivation of his or her colleagues | E | AF,S |
|  | Be enthusiastic and highly motivated to succeed in delivering a high quality financial service | E | AF,S |
|  | Ability to adapt to changing situations and cope with pressure | E | AF,S |
|  | Honesty, integrity and confidentiality | E | AF,S |
|  | Team Player | E | AF,S |
|  | Flexible and adaptable approach to include working within different Departments throughout the Faculty | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**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) | √ | 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) | |

**Line Manager/Supervisor to sign below:**

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| **Signed** | S Mallinder |
| **Name (block capitals)** | Sheree Mallinder |
| **Date** | 29th July 2014 |
| **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.