



Finance Administrator

Department	Architecture (www.strath.ac.uk/engineering/architecture/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	621009
Reports To	Departmental Operations Manager	Grade	6
Salary Range	£31396 - £34980	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	17/07/2024
Holidays	31 days + 11 statutory days Option to purchase additional holidays.	On Site Facilities	Car parking, sports centre, catering.
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

Job Advert

The Department of Architecture, within the Faculty of Engineering, is seeking to appoint a Finance Administrator. Working as part of the administrative team and reporting to the Head of Department and Operations Manager, the postholder will have responsibility for the administration of finances for all operational activities across the Department with a specific remit for those related to research and knowledge exchange activities. The postholder will be expected to ensure excellent financial stewardship of Department accounts and will be responsible for the preparation of interim and annual accounts for all areas of activity.

The successful candidate will have a well-established background in finance, preferably in Higher Education, and will possess excellent communication and organisational skills with an ability to advise and direct budget holders to ensure good budgetary control.

Educated to HND level or above, in a relevant subject or with significant equivalent experience in a similar role, the postholder will liaise with University central services in relation to the financial administration of Department activity and will support academic staff in costing research proposals and managing research and knowledge exchange budgets. The successful candidate will have a working knowledge of Microsoft Office programmes, in particular Excel, and will have knowledge of or be willing to undertake training in other in-house IT packages and online systems related to financial management, approval, monitoring and reporting. The postholder will be expected to work independently and demonstrate flexibility and adaptability to a dynamic workload.

Job Description

Brief Outline of Job:

Working within the administrative team, you will also have some involvement in the day to day administrative tasks as needed, involving dealing with visitors at the reception desk, taking and passing on messages as required.

The Department of Architecture aims to be a leading provider of education and research in Architecture and the Built Environment. In recent years the Department has expanded in terms of staff and student numbers, with an increasing research and knowledge exchange portfolio. We have a wide range of staff roles and manage our own Departmental spaces and facilities.

Main Activities/Responsibilities:

1.	Overall responsibility for transactions on the University's Financial Management System (FMS) including requisitions, journal entries, sales orders and reporting, purchase card reconciliation including delegation of workload.
2.	Provision of specialist advice to the Department relating to the management of financial accounts and related transactions and deal with a wide range of finance related queries. Support and advise colleagues in use of FMS and University policies and procedures. Liaise with University Finance Office and other relevant central services.
3.	Advise and support colleagues with costing and processing of research and knowledge exchange projects, including the use of University's costing tools. Advise relevant staff on rules and requirements for funding bodies relevant to Department of Architecture.
4.	Responsibility for administering and monitoring accounts and report to Head of Department and Operations Manager. Provide accurate and timely reports which analyse and record trends and identify issues. Prioritise issues for investigation to support informed decision-making and investigate where appropriate.
5.	Financial forecasting, monitoring, recording and reporting on research and knowledge exchange activity and Postgraduate Research student scholarships within Department.
6.	Monitor Department's financial performance against its finance related KPIs
7.	Undertake transactions on University's Supplementary Payments System.
8.	Completion of other financial administration tasks on FMS, as required.
9.	Support growth in research and knowledge exchange income and implement good financial practice in projects.
10.	Review current Department financial processes and systems and make recommendations to Head of Department and relevant Directors.
11.	Liaise with and attend meetings with Faculty and University colleagues relating to financial planning.
12.	Provide high-quality financial management throughout the full post award lifecycle across the portfolio of UK and other funding bodies' project funding.
13.	Provide advice on budget maximisation and funder terms & conditions to academic colleagues in bid preparations- this includes interpretation of funders terms and conditions and liaison with funders.
14.	Directly manage a portfolio of externally funded research projects undertaking financial claims, reporting, monitoring, and project closure.
15.	Timely completion of a range of KPIs, ensuring that they are delivered to a high standard and that both financial risk to the institution and reputational risk with external funders is mitigated. This will include but not be limited to project closure, debtor/creditor positions, project monitoring, and claims completion.
16.	Ensure that information required by auditors for funder and University external audits of our research accounting processes, is provided accurately and in a timely manner in order to facilitate verification of both internal processes and the reported financial position.
17.	Arrange and coordinate project specific audits where required by the funder terms and conditions.
18.	Engage externally with funders where required in order to offer financial assurance and liaison regarding operating procedures.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

D1 Educated to Degree level in a Finance/Finance related discipline

E1 Educated to HNC/D level with extensive relevant experience

Experience

E2 Experience of working in a financial environment

D2 Experience of working in an HE environment

E3 Experience of using a financial management system, including budget monitoring and forecasting

E4 Experience of producing financial management reports

E5 Experience of producing key management information reports

Job Related Skills and Achievements

E6 Excellent IT skills, including proficiency in the use of Excel

E7 Excellent attention to detail

E8 Ability to liaise professionally and effectively with internal and external stakeholders

E9 Strong numerical and analytical skills, with excellent problem solving skills

Personal Attributes

E10 Excellent organisational skills with ability to plan and prioritise own workload

E11 Flexible approach with willingness to take on new tasks and responsibilities

E12 Strong team player

E13 A high level of personal responsibility, initiative and judgement to deal with challenges with limited guidance.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Calum Fischer-Keogh, Operations Manager (calum.fischer-keogh@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post are expected to be held in August 2024.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

