

### **Job Description**

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| <b>Job Title:</b>     | Finance and Office Manager   |
| <b>Salary Band:</b>   | Band 4   |
| <b>Working Hours:</b> | Full Time Professional Contract (37 hours per week for nominal purposes) |

#### **Overall purpose/accountabilities:**

Day to day management and leadership of the finance function for the University of Sunderland in London (UoSIL), Business Support, liaison with contractors and external customers, and Health and Safety. Providing facilities management and administrative support to the Assistant Director (Operations and Student Experience), including servicing meetings as required.

Responsible for the development, implementation and delivery of a professional and business focussed financial management service that is based upon effective and efficient systems, processes and procedures.

Always deliver and champion an excellent student experience and a high-quality service to all stakeholders.

#### **Reporting lines:**

This job reports to the Assistant Director (Operation and Student Experience)

#### **Staff reporting to this job:**

Finance Assistant and Business Support Services Assistant

#### **Main duties:**

Liaise effectively with the University of Sunderland Planning and Finance colleagues to implement and embed a variety of fit for purpose financial policies, procedures and systems. Including payments and purchasing, suppliers' contracts, staff expenses, student trips etc.

Ensure effective financial controls across all activities and resolve any inconsistencies between local and institutional practice. Influencing and negotiating effectively to address the need for any improvements and change.

Maintain compliance with all institutional, externally regulated and legislative requirements across all financial activities. Oversee the effective promotion and communication across the business of all finance related policies and procedures, to assure and monitor continuous compliance.

Build and maintain effective relationships with all colleagues across campus, especially budget holders, to assure business focussed solutions to operational problems are implemented in a timely and collaborative manner.

Working with UoSiL Finance Business Partner, effectively assisting the Senior Management Team with budgets reporting on the financial performance of individual areas, as required.

Identify, design and deliver any appropriate finance related training and development across the business. Liaising with the Human Resources, as required.

Liaise effectively with relevant colleagues regarding the London Campus Limited bank account, ensuring all appropriate approval processes are adhered to consistently. Including maintaining an oversight of banking processes and procedures.

Manage an effective Business Support service, liaising with UoSiL management and other stakeholders to identify and meet their needs in relation to the premises and its usage, creating processes and procedures as appropriate.

Ensure appropriate levels of office sundries including stationary and cleaning supplies, including ordering and stock control.

Acting as campus ASHEC role and undertaking Health and Safety functions, including the maintenance of Fire Warden and First Aider register, ensuring appropriate cover across campus. Provide appropriate H&S training and inductions for staff and liaising with the H&S team at the University of Sunderland. (Training will be provided)

Liaise and work closely with Health, Safety and Environment team in Sunderland to ensure the Health and Safety provision related to this role is maintained to high standards.

Manage relationships with contractors (including cleaning and facilities management providers), acting as the initial point of contact. Liaising with the Estates and Facilities Team in Sunderland.

Provide occasional administrative support for the Assistance Director (Operations and Student Experience) and other members of SMT, including arranging travel.

Participate in committees and project groups, either internal to the University or with external organisations related to the role as determined by the line manager.

Effectively manage team and resources, ensuring all policies and procedures with respect of staff recruitment, selection, induction, appraisal, staff development, recognition, performance management and health and safety are adhered to and consistently applied.

Promote and encourage the practice of the University's equality and diversity principles in contacts with all staff, students and partners and promote corporate values through all streams of the role.

Identify and participate in continuous professional development as appropriate.

Any other duties commensurate with the nature of the job, as determined by an appropriate manager.

**Special factors:**

This role requires a flexible approach to work in accordance with the requirements of a professional contract. There may be times when national travel or travel to our campus in Sunderland is required and appropriate business arrangements will be made to facilitate this.

**Person Specification**

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| <b>Essential</b> | <b>Qualifications</b><br><br>Educated to degree level or relevant experience.   |
|                  | <b>Experience</b><br><br>Experience across all aspects of a finance function related to the role.<br><br>Previous experience of using an integrated accountancy system.<br><br>Proven track record of effective resource management, including monitoring budgets and teams.<br><br>Previous experience of managing staff.<br><br>Previous experience in a role requiring developing and maintaining effective relationships and the maintenance of a partnership approach to service development.<br><br>Demonstrable experience within a role requiring the delivery of effective customer service. |
|                  | <b>Skills and Attributes</b><br><br>Excellent IT skills with specific proficiency in the use of Excel for financial purposes.<br><br>Excellent verbal and written communication skills and exemplary attention to detail.<br><br>Solution focussed with a confidence to operate within flexible business structures.<br><br>Excellent organisational and time management skills, and ability to deliver within a fast paced environment.<br><br>Proven understanding of the importance of an effective customer experience.   |

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|                  | <p>Proven ability to develop and maintain effective and professional working relationships across teams and diverse stakeholders, to support the achievement of collaborative priorities.</p> <p>Ability to inspire, coach and support team members and to hold people accountable.</p> <p>Proven understanding of General Data Protection Regulations and its associated implications within a financial service environment.</p> |
| <b>Desirable</b> | <p><b>Qualifications</b></p> <p>Relevant CCAB qualification, preferably CIMA or ACCA.</p>  |
|                  | <p><b>Experience</b></p> <p>Proven experience within a similar role and ideally of working within a Higher Education Finance environment.</p> <p>Previous experience of developing and implementing financial policy and procedure.</p> <p>Previous experience of managing external contracts</p> <p>Previous experience of Health and Safety functions</p>  |
|                  | <p><b>Skills and Attributes</b></p> <p>Proven awareness and understanding of money laundering policies.</p>  |
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**DATE CREATED:** 8<sup>th</sup> March 2021