

Candidate Information

Position:	Senior Finance Clerical Officer
School/Department:	Student and Campus Experience
Reference:	24/112182
Closing Date:	Monday 23 September 2024
Salary:	£30,948 - £35,942 per annum
Anticipated Interview Date:	Thursday 3 October 2024
Duration:	Permanent

JOB PURPOSE:

The postholder will support the Commercial Management Accountant and Assistant Commercial Management Accountant in the provision of financial reporting relating to Student and Campus Experience including the efficient and effective execution of recurring and transactional finance operations as well as oversight of procurement support and the management of residential fees.

They will be responsible for supervising a small finance team that will have responsibility for delivering this support across the Student and Campus Experience directorate.

MAJOR DUTIES:

1. Responsible for all financial administration of the Finance Office for Student and Campus Experience for repeated and transactional finance activities such as invoicing, payments, purchase orders, reconciliations, internal transfers and residential fees in line with university procedures. Deal with any queries that may arise from suppliers, staff or students.
2. Responsible for delivering procurement support and services, monitoring transactions through P2P in compliance with University's purchasing procedures.
3. Responsible for the management of residential fees to include administering the billing and collection of residential fees; maintain accurate records of fees, payments, and outstanding balances. Resolve any discrepancies or issues related to residential fees promptly.
4. Supervise a team of 7 (4 Residential Fees and 3 Finance staff), setting clear objectives and deadlines, and provide training and feedback as needed. Responsible for the management of recruitment, induction and training of staff, probation, performance, conduct and absenteeism.
5. Ensure that the University's procurement regulations and Directorate financial policies are consistently adhered to, and the team are supported by relevant training. Responsible for keeping up to date on current and new regulations.
6. Build and maintain positive supplier relationships, ensuring that P2P and other supplier issues are identified and actioned effectively and promptly. Monitor and report on procurement activities, identifying opportunities for cost savings.
7. Prepare regular financial reports for management review. Ensure the accuracy and completeness of reconciliations and reports to support good governance and control of financial records. Identify potential issues and areas for improvement.
8. Identify and implement improvements to financial processes and systems to enhance efficiency and accuracy.
9. Responsible for managing financial audits, collating necessary information and liaising with auditors and Commercial Management Accountant and Assistant Commercial Management Accountant. Respond to audit findings, implementing all recommendations for improvements throughout the team.
10. Undertake any other duties as directed by the Assistant Commercial Accountant or Commercial Accountant.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications i.e. NVQ Level 3, A levels or equivalent OR substantial relevant experience.
2. Significant relevant financial administration experience in a predominately accounting environment or financial position to include repeated and transactional financial operations.
3. Experience in the use and production of complex spreadsheets.
4. Experience of staff supervision, assigning duties and monitoring workload and managing performance/conduct.

5. Appropriate level of ICT skills including the use of spreadsheets and databases.
6. Strong numeracy skills.
7. Analytical and problem-solving skills.
8. Show initiative and ability to work with minimum supervision.
9. Good interpersonal skills and communication skills, both oral and written.
10. Proven track record of working in a team and developing effective working relationships.
11. Able to work to strict deadlines.
12. Work flexibly as required.

DESIRABLE CRITERIA:

1. Academic and/or vocational qualifications i.e. NVQ Level 3, A levels or equivalent in a relevant subject.
2. Experience of working with large integrated financial information systems such as Queen's Financial Information System (QFIS)
3. Experience of procurement of goods/services.
4. Experience of facilitating audits
5. Experience of administering residential fees.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to Marie McCullough - marie.mccullough@qub.ac.uk