**Job description**

**Department**: Faculty Finance

**Faculty:** All

**Title of post**: Finance Officer - Business Support

**Grade of post**: Grade 6

**Post number**:

**FT or % P/T**: FT

**Principal location of work**:

**Immediate line manager**: Business Support Manager (BSM)

**Staff managed**: None

**Qualifications required for post**: Ideally pursuing AAT qualification, strong Maths & English, written and spoken.

**Experience required for post**: Experience of working in a similar role in a large complex organisation. Experience of using sophisticated computerised financial accounting systems. Experience of MS Excel, Access & Word.

**Overall purpose of post**: To work as part of the Finance Team carrying out the financial duties of the Faculty in accordance with Faculty and University procedures; and to provide a high standard of customer service. To support the BSM in the operation and analysis of the WLP system and provision of KPI’s.



**Main duties:**

1. Assist the Business Support Manager in the provision of Student, Financial and other Key Performance Indicator information, and to assist in the analysis and production of associated reports to internal and external stakeholders.

1. Operate the faculty Workload Planning recording process (anticipated to be a significant proportion of time).

1. Prepare WLP reports for use by management teams, providing analysis of key points and budgetary impacts.

1. Develop and maintain a detailed knowledge of the Workload Planning policies and procedures in order to provide advice and guidance to faculty management and all other staff.

1. Assist the BSM in preparing the Faculty Time Allocation Survey to support the production of the University TRAC return to the Higher Education Funding Council.

1. Provide analysis for the BSM of the TRAC (Time Allocation Survey) data, reconciling to WLP and Cedar Financial system, identifying key trends and associated rationale.

1. Review the individual TAS data to ensure that the correct classifications have been used, proactively comparing data across the faculty to ensure that consistency is maintained.

1. Co-ordinate the TAS Estate review, ensuring that the space allocations to categories are accurate, reconciled to previous years, and analysis of movements is supported by an appropriate narrative.

1. Liaise with the central finance team on TAS and TAS related queries, ensuring resolution of all queries and keeping the BSM advised.

1. Advise the BSM if actual workload hours are over those budgeted, in order that corrective action can be taken.
2. Maintaining the faculty Associate Lecturer Contracts & Schedules database; processing AL claims against approved schedules ensuring claims are passed for payment in accordance with Payroll/HR timetables.

1. Provide reports and analysis of AL contracts and claims, ensuring that up to date forecast information is provided for use by faculty management accountant and budget holder.

1. Assist the Finance Officer in provision of payroll related information.

1. Other duties as required to provide an efficient service to the faculty and ensuring that there is backup of departmental services.