

## JOB DESCRIPTION

## FINANCE

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| <b>Job title:</b>      | Finance Administrator  |
| <b>Grade:</b>          | 3  |
| <b>Responsible to:</b> | Assistant Financial Accountant   |
| <b>Date:</b>           | Oct 2024   |
| <b>Job purpose:</b>    | This post makes an important contribution to the University and to Falmouth Exeter Plus, by ensuring the timely and accurate processing of income generated and invoices due to suppliers. |

### Main duties and responsibilities

1. Input purchase invoices, bursaries and stipend payments onto purchase ledgers for the University, its subsidiary companies and joint venture companies. Process payment runs on a fortnightly basis. Record credit card spend and process uplifts and changes.
2. Maintain standing data for purchase ledgers such as bank accounts and set up new suppliers.
3. In conjunction with the Assistant Financial Accountant, maintain PDQ systems across both campuses, to include ordering of new PDQs when necessary, setting up, trouble-shooting, and ensuring all staff are adequately trained to comply with PCI/DSS regulations.
4. Collate, monitor, and accurately input information from the cash sheets which are submitted digitally by the outlets of Falmouth University and Falmouth Exeter Plus, into the finance system (Agresso). Any discrepancies are to be reported to department managers/team leaders.
5. Import, prepare and confirm the bank reconciliation of monthly statements for all accounts of Falmouth Exeter Plus, Falmouth University, and their subsidiaries.
6. Raise sales invoices for commercial customers from information provided by staff.
7. Deal with queries within the above remit from suppliers, customers, staff and students.

### General duties and responsibilities

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.

3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

### **Health and safety at Falmouth University**

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

### **Health & safety requirements**

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

## PERSON SPECIFICATION

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**Job title:** Finance Administrator

| Attributes                              | Essential requirements  | Desirable requirements   |
|---|---|--|
| <b>Education and qualifications</b>     | Good general level of education including English and Maths, or equivalent work based experience.   | Basic level of accounting principles.                              |
| <b>Experience and knowledge</b>         | <p>Experience of using a fully integrated finance system.</p> <p>Experience of processing data within a financial environment.</p>  | Experience in Higher Education or other Public Sector environment. |
| <b>Skills and personal requirements</b> | <p>High standard of numeracy, literacy and analytical skills.</p> <p>Excellent communication and customer service delivery skills including tact, diplomacy and sensitivity; able to work positively with colleagues at all levels to work effectively and proactively as a team.</p> <p>Excellent organisational and time management skills, with the ability to work independently, proactively and to prioritise workload to meet deadlines and conflicting demands, whilst retaining a high standard of accuracy and attention to detail.</p> <p>Strong IT skills and proficiency in Microsoft Office applications, particularly Excel.</p> | Experience of Office365, Microsoft Teams, and SharePoint online.   |