1. Job Details

Job title: Finance Administrator

School/Support Department: Engineering and Electronics

Unit (if applicable): University of Edinburgh

Line manager: School Administrator

2. Job Purpose

(Normally no more than 2 or 3 sentences)

The postholder is responsible for the management of the School’s financial and accounting system.

3. Main Responsibilities

(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

<table>
<thead>
<tr>
<th>Approx. % of time</th>
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<tr>
<td>1. Management of the School's financial and accounting system.</td>
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<td>2. Responsible for the work of the Finance Section and for the timely and accurate presentation of financial information to assist in the decision-making processes of the School.</td>
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<td>3. Responsible for supporting academics who are Principal Investigators on grants by the management and administration of allocated grant funding, ensuring adherence to awarding body regulations and facilitating the correct management of grant spend.</td>
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<td>4. Direct support to budget holders in the School.</td>
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<td>5. Management of the Finance Section (2 staff).</td>
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4. Planning and Organising

The job requires considerable forward planning, including regular forecasting (and updating the Head of School and School Administrator) regarding the year-end outturn. This also entails regular communication with the College Accountant.
The postholder is thus required to work to long-term deadlines as well as a regular need to respond to urgent enquiries for management information to respond to any particular given request re the School’s financial situation.

5. Problem Solving
Ensuring that PIs meet deadlines for final reporting to grant sponsors and that expenditure on research grants is administered appropriately and within the necessary timescales. This is achieved by providing easily accessible financial information and holding regular meetings with PIs.

Ensuring the on-going integration of all interdisciplinary and “satellite” groups such as the SMC and CCIR into the School’s centrally managed finance systems. This is achieved by regular meetings and the provision of accessible financial information for those involved.

Ensuring through the provision of advice and guidance that all members of the School are aware of correct financial procedures. This is achieved by providing accessible information via email or on the School’s webpages.

Ensuring that all members of the School are aware of any changes in relation to financial procedures within the University. This is achieved by providing updates via email, the School’s webpages, meetings and training.

6. Decision Making
The job requires all actions and decisions relating to the day to day running of the School’s finances to be taken by the postholder.

Where the financial situation impacts on School policy: e.g. HR issues (change in hours/length of contract), change of understood working practice, change in financial allocations, e.g. overhead income split, the post-holder would liaise with the Head of School/School Administrator as appropriate.

7. Key Contacts/Relationships
The postholder has regular contact with all academics, research staff and postgraduate students in the School. In addition the postholder is required to work closely with the Head of School, School Administrator and School budget holders.

At College level the postholder has regular contact with the College Accountant, the College finance team and at University level with staff in ERI and the Finance Department. The postholder also makes contact with external research grant bodies for matters of clarification on process regarding a particular grant award.

8. Knowledge, Skills and Experience Needed for the Job
First degree or equivalent. Three year’s relevant work experience involving budget management and use of financial packages. Well-developed interpersonal, communication and IT skills.

9. Dimensions
Direct reports: 2
Approximate number of staff affected by the postholder: all academic staff in the School (80)
Approximate number of students affected by the postholder: 127 postgraduates and 66 research students
School operating budget: £6,000 p.a.
Research spend: £4.5M p.a.

10. Job Context and any other relevant information