University of Edinburgh

Job Description Template

1. Job Details

Job title: Administrative Officer (Finance)

School/Support Department: School of Philosophy, Psychology & Language Sciences

Line manager: School Administrator

2. Job Purpose

Responsible for providing a finance service to the management and staff of the school, overseeing daily finance activities. Provide support to the Head of School and School Administrator and produce management information to assist with planning.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>Approx. % of time</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>40%</td>
<td>1. Delivery of all operational financial services in the school, providing administrative oversight of all accounts processing in addition to periodic forecast and review with subject area heads and other principal investigators or fund holders.</td>
</tr>
<tr>
<td>20%</td>
<td>2. Provide timely, professional advice and support to the Head of School and School Administrator on matters relating to financial administration in the School. E.g. Budgeting, forecasting; funding allocation; salary management and risk management of all accounts.</td>
</tr>
<tr>
<td>20%</td>
<td>3. Development and implementation of appropriate financial administration (policies, practices and procedures) across the school, ensuring that they are consistent with those of the College and the University. E.g. Cash handling, procurement.</td>
</tr>
<tr>
<td>10%</td>
<td>4. Identify efficient and effective support mechanisms for financial systems in the school in close liaison with the finance department, ensuring that school practices fit with established procedures and future development E.g e-systems</td>
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<tr>
<td>10%</td>
<td>5. Provide timely financial information to School committees, attending as required, to support decision making across the school.</td>
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</tbody>
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4. Planning and Organising

- Contribute to the planning process in conjunction with the Head of School and School Administrator covering a five year period
- Prepare accounts to meet required deadlines both internal and external to the school E.g. quarterly reviews, College reporting and financial year end.
- Plan and organise own workload
- Reprioritising workload to adapt as necessary

5. Problem Solving

- Work within established procedures and defined policy to select the most appropriate approach to problems.
• Identify gaps in information and conduct analyses to resolve problems with short term consequences.
• Advise and respond to finance queries and problems on a daily basis

6. Decision Making

• Monitoring of all budgets and expenditure across the school including research.
• Evaluating and implementing new systems and processes across the school.
• Complex issues that may have wider implications for School policy will be referred to the School Administrator.

7. Key Contacts/Relationships

• Head of School and School Administrator
• College Finance and Resources teams
• Finance support staff from other schools / colleges
• Finance Department
• Staff in School with finance responsibilities

8. Knowledge, Skills and Experience Needed for the Job

• Educated to degree level or equivalent or a minimum of 5 years financial management experience, preferably within the Higher Education environment.
• Well developed skills in planning work; prioritisation, allocation and delegation of work appropriately.
• Preparation of user documentation and reports.
• Good communication and people skills.
• Ability to gather and analyse information and make decisions based on the analysis.
• Knowledge of University financial systems.
• IT Skills - Microsoft office, Webfirst, e-financial, e-procurement, E-it, WEBI.

9. Dimensions

• £4.3m unrestricted budget
• All academic and research staff.
• Indirect reporting of four clerical staff.
• Attendance of School committees as required.

10. Job Context and any other relevant information