University of Edinburgh

1. Job Details

Job title: Programme Administrator C/E&B/048

School/Support Department: Estates and Buildings Department – Corporate Services Group

Unit (if applicable): Development and Factoring

Line manager: Depute Director, Estates and Buildings – Development and Factoring

2. Job Purpose

Manage the Estates and Buildings Department (E&B) Financial Control function and the interface with Corporate Finance Department and provide the Depute Directors and Director of Estates and Buildings and others with essential information for effective financial control of rolling capital development and maintenance programmes. Co-ordinating, contributing to, analysing and reporting on estate financial and performance information essential for operational, tactical and strategic estate planning.

3. Main Responsibilities

1. Manage the Financial Control function to ensure efficient and effective delivery of all financial processing activity within the Estates and Buildings Department [which expends circa £60 to £70m/annum] in order that contract obligations are fulfilled, that robust financial information is available to all budget holders and information is reconciled with Corporate Finance Department. Ensure that the University’s corporate Construction Industry Tax Scheme return to HMRC is delivered to meet Statutory requirements.  

   Approx. % of time
   5

2. Manage the University’s Capital Projections Plan and ensure overall financial control management on capital development and maintenance programmes. Report to senior managers within and outwith E&B. Monitor and take appropriate action to ensure that the overall capital development and maintenance programmes are kept within agreed parameters and accounted for in line with financial regulations and procedure notes.

   Approx. % of time
   35

3. Provide advice and prepare reports in relation to the overall investment commitments/forecasts/aspirations in the financial context of the annual determination of the University’s capital budget, including assessment of other external funding streams.

   Approx. % of time
   15

4. Co-ordinate, contribute to and produce a vast range of estate and non-estate related data, and generate the analysis preparing performance indicators to facilitate estate management benchmarking activities and to inform direction of the University’s estate and financial strategies and tactical and operational plans.

   Approx. % of time
   10


   Approx. % of time
   10
6. With senior managers and Finance Department colleagues develop, implement and revise project financial policies and procedures for Estates and Buildings staff.

7. Act as Secretary to the University’s Estates Advisory Group [EPAG]; arranging the business, preparing and assisting with preparation and presentation of papers required to fulfil the Group’s remit. Plan and initiate action on matters agreed and report EPAG business to the Central Management Group, Finance and General Purposes Committee and the University Court.

4. Planning and Organising
Initiate new and develop existing reports for project and space planning, estate budget and cash flow management and the building performance assessment matrix.

Plan, contribute to and co-ordinate 10 year rolling estate development programmes consistent with the Estate Strategy and corporate Finance Strategy ensuring accurate information is recorded for individual projects and rate of cash flow is properly allocated and accounted for in accordance with financial plans and regulations.

Contribute to the five-year corporate IT development plan, setting specific objectives to be achieved in terms of system development and supporting business case, for example, promoting and implementing business process re-engineering initiatives and links with other corporate systems in response to both internal and external environmental changes.

Lead the allocation and organisation of staff and system resources in order to deliver an efficient financial control function processing accounts timeously in line with contract conditions.

Plan and organise EPAG meetings [three per annum] and its business agenda, then reporting EPAG business into the higher committee meeting cycle to meet specific objectives and deadlines.

Co-ordinating and contributing to the information gathering on the estate finance and performance, individual projects and project programmes with a wide range of E&B and Finance staff and generating reports for internal consideration and onward transmission to the Funding Council and other funding partners.

5. Problem Solving
The volume of projects and diversity of funding sources presents a significant on-going challenge to delivering effective management of the Capital Projection Plan and financial control of work programmes. The post holder must analyse this regularly, checking for variations, discussing with E&B and Finance colleagues and ensuring that appropriate matters are highlighted. In particular, towards the end of a financial year, where expenditure and income profile projections from numerous funding sources require to be called down and reconciled, this involves keeping close contact with a range of stakeholders (various Finance Department staff, Project Managers and College staff).

Work with a vast range of estate management information, especially at building level, for estate operational, tactical and strategic planning. A huge array of data is available, it is complex and requires close analysis to ensure robustness and that appropriate information is selected for inclusion in corporate balanced scorecard and HEFCE driven Estate Management Statistics and other projects.

IT system problems require rapid decisions and action when problems arise to ensure business continuity.
6. Decision Making

Within constraints and guidance set by the Director, Depute Director and Finance Department, the post holder will work autonomously, directing financial control staff, planning, prioritising, making professional judgements and decisions, providing advice and guidance. Independently initiate and implement appropriate course of action to meet objectives and the demands from a wide variety of stakeholders.

Identify and advise on financial issues arising from the estate development programmes on the Capital Projections Plan. Major issues which could potentially have an adverse impact on the University’s estate and financial strategy would be referred for to the Director of Estates and Buildings, Director of Finance or the Senior Vice-Principal for advice and guidance.

Make decisions about IT system development to meet internal and external requirements, including formulation of requirements and final specification of user requirements, implementation and roll out strategies.

Make decisions about estate management information and in its use in facilitating operational and strategic estate planning and its use for benchmarking activities.

7. Key Contacts/Relationships

The post holder will communicate and have regular contact with a wide-range of senior internal and external stakeholders including Senior Vice-Principal, Head and Deputy Heads of Schools/Units, College Registrars, School Administrators, senior Accommodation Services and corporate Finance Department staff

Professional Consultants, contractors and advisers in relation to development and maintenance projects.

Scottish and English Funding Councils and other partner organisations e.g. Scottish Enterprise, Research Councils – regarding a range of estate and financial matters for example, estate management statistics, major funding streams for teaching and research infrastructure investment.

Other Universities.

8. Knowledge, Skills and Experience Needed for the Job

Educated to degree level, self-motivated and able to work autonomously.

At least 3 years’ experience in a similar role with knowledge of Estate Management and Building Contract Administration.

Excellent verbal and written communication skills. With high level numeracy, presentational and IT skills.

Demonstrable track record of leadership and have strong interpersonal and communication skills with the ability to communicate effectively with a wide range of senior internal and external stakeholders.

9. Dimensions

The post embraces the whole of the University’s non-residential and residential estate comprising circa 550,000m² of academic and related buildings (including NHS site based facilities) and circa 150,000 m² residential buildings and the scope includes:

Overall financial control management of the Capital Projections Plan which generate annual expenditures of circa £50m and the major maintenance/compliance programme which generates annual expenditure of circa £5m.

10 year Capital plan amounting to some £330m.
E&B Financial Control Section, 4 members of staff, 1 direct and 3 in-direct. Accounting for a total income/expenditure of over £60m p.a. processing in excess of circa 20,000 financial transactions p.a. and generating the University’s return to the Inland Revenue statutory Construction Industry Tax Scheme.

10. Job Context and any other relevant information
Operate within Funding Council and University financial regulations, procedure notes and protocols and HMRC’s legislative requirements with regard to the Construction Industry Tax Scheme.