UNIVERSITY OF WARWICK

Job Description

Job title	Senior Finance Assistant
Department	Warwick Business School (WBS)
Grade	4

Job purpose (a brief summary of the role)	To support the WBS Finance function in the areas of transaction processes (including purchase ledger, travel and expenses). Supporting the maintenance of procedure notes and providing training & support for allocated areas of the school. To support the Senior Operations Assistant/Processing Team with management of projects as required.
Duties and responsibilities	1. To process all finance transactions for allocated groups, including processing purchase requisitions on OPeRA (The University e-Procurement system), checking expenditure on travel & subsistence for both staff & students (University staff expense system online) & sales invoices. 2. To lead the WBS Travel Finance service for allocated groups of WBS staff, delivering high quality and timely services for worldwide and UK travel/accommodation including using an online portal. 3. To maintain a working knowledge of university financial regulations and WBS procedures. 4. To support the Senior Operations Assistant with the production of finance training notes and delivery of training to staff across WBS. 5. To provide routine advice and assistance to non-accounting staff with respect to the University's financial systems and procedures (including VAT treatment and compliance with financial regulations). 6. To assist the Senior Operations Assistant with the development of WBS procedures relevant to transaction processing within WBS. 7. To ensure that WBS purchasing commitments are monitored (using SAP reporting) and query resolution (including GR/IR) is maintained at an appropriate level to support accurate management accounting. 8. To undertake book-keeping activities, including preparation of journals, accruals and assisting with the preparation of reporting. 9. To undertake other finance related duties as required, including statement reconciliation and query resolution as required.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Good GCSE qualifications (or equivalent).	A
E2	AAT (or equivalent) qualified or willing to work towards AAT.	A
E3	Experience of processing sales and purchase ledger to large, computerised accounting ledger systems is essential	A,B & C
E4	Experience of team working in a large organisation.	A & C
E5	Excellent attention to detail and numeracy skills.	A,B & C
E6	Ability to communicate at all levels creating effective working relationships with staff within the University and with suppliers and ability to use positive influencing skills	A,B & C
E7	Good appreciation of the nature and purpose of internal controls.	A,B & C
E8	An ability to understand processes and experience of working with a complex accounting system within a large organisation. An ability to challenge a procedure/process and to suggest effective alternative systems using good analytical skills.	A,B & C
E9	Knowledge of relevant VAT issues.	A,B & C
E10	Good IT skills including the ability to use spreadsheets, word processing and email.	A,B & C
E11	Ability to show initiative and personal motivation in the completion of tasks and projects. Ability to prioritise and organise workload to accurately complete work to required deadlines.	A,B & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Experience of SAP & OPERA is desirable.	A & C
D2	Experience in the HE environment	A & C