University College London
JOB DESCRIPTION

Job Title: Finance Administrator

Reference: 1676434

Department: London Centre for Nanotechnology (LCN)

Context: Full time, permanent (Job share considered)

Salary range: £28,014-£32,830 (including London Allowance)

Reports to: Departmental Manager

Responsible for: None (may occasionally allocate work to other staff during busy periods/for holiday cover or supervise less experienced staff)

Grade: UCL Grade 6

Main purpose of the job:

To be responsible for administering all financial transactions within the department. The role holder must ensure these are processed promptly, accurately and in accordance with UCL’s Financial Regulations.

They will assist in financial decision making of the LM and Research Manager, through provision of reports and statistics as required, and will act as a first point of contact for general financial enquiries.

Key responsibilities and outcomes:

Financial Information Systems
- Have specialised knowledge in MyFinance (Oracle and Axiom) and Financial Information Systems to manage online financial transactions and reporting.
- Assist other members of the Department in using the system.
- Liaise with the BEAMS Finance team in the exchanging of information, managing financial data, and attending meetings as required.

Financial Processing & Procurement
- The role holder will use UCL’s online finance system to process all financial transactions.
- Responsible for processing all interdepartmental transfers, ensuring the coding is correct and liaising with finance administrators in other departments on reconciliations of funds on shared work activities.
- Responsible for the processing and monitoring of expense and travel claim forms ensuring the expenses are allowable and are supported by the correct documentation.
• Responsible for ensuring foreign payment forms are completed correctly and in the currency required.
• Responsible for handling sales invoices and liaising with central finance department to ensure these have been paid.
• Responsible for processing one-off payroll payments to student demonstrators/helpers and external lecturers in line with UCL’s HR policy
• Authorised signatory for transactions up to £5,000.
• Responsible for banking income (cash/cheques) received by the department.
• Create and submit purchase requisitions as directed by LM.
• Responsible for setting up new suppliers/customers in conjunction with the UCL Data Processing office.
• Reconcile department purchases and clear the purchasing account promptly each month.
• Raising sales invoices and credit notes and liaising with customers.
• Arrange cash and cheque advances as directed, ensuring they are reimbursed by the time specified.

Financial Reporting and Planning
• Prepare financial reports for a variety of staff.
• Assist decision making of LM and others on budgets and forecasts in the annual planning cycle, through the provision of reports and statistics.
• Update colleagues on any changes to financial procedures, as required.
• Monitor project budgets and alert budget holders before overspends occur.

General Finance Administration
• To be a first point of contact for suppliers, staff and student enquiries, advising on correct department and UCL procedures and appropriate contacts.
• Responsible for keeping an up-to-date list of all outstanding debtors to the designated area and chasing them for late payment.
• Maintain and update financial records; filing relevant folders, databases, and spreadsheets.
• Investigate and resolve discrepancies and queries arising on accounts, involving liaison with UCL financial systems, departments, outside suppliers and other institutions.
• Assist LM and in financial processes associated with UCL deadlines such as month-end and year-end tasks
• Assist the Department’s Research Manager with clearing commitments and journals.
• Liaise with UCL taxation and commercial accounting to ensure that different income streams are being received in to the correct funds for taxation purposes.
• Provide cover for colleagues during periods of absence, or assist with peaks in workload in other areas.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.
The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

University College London

PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

E = Essential
D = Desirable

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<th>Knowledge, Education, Qualifications and Training</th>
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<td>Minimum of 5 GCSEs at Grade C or above (Including Mathematics and English Language) or equivalent, or having acquired relevant experience in managing financial processes.</td>
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<td>Educated to A Level (Minimum of 2 at grade C or above), or equivalent.</td>
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<td>Accountancy qualification</td>
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<td>Good knowledge of Excel, including the ability to understand and use numerical formulas.</td>
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<td>Knowledge of financial processes and regulations associated with general financial administration.</td>
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<td>Knowledge of UCL expense and purchasing policies</td>
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<td>Knowledge of relevant UCL HR policies, e.g. for casual worker payments</td>
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### Skills and/or Abilities

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<td>Computer literacy and familiarity with the Microsoft suite of software to intermediate level in Word, Excel, Email, Outlook and the internet.</td>
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<td>Good oral and written communication skills which enable the postholder to liaise and interact with a variety of people at all levels of the university.</td>
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<td>A commitment to customer focus and the need to provide an efficient, professional and effective service to the many users and contacts both internally at all levels of the organisation and externally.</td>
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<td>High level of numeracy, with the ability to understand and interpret figures and statistics, and undertake standard calculations such as VAT.</td>
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<td>Proven consistent ability to meet tight individual and group deadlines and to manage own workload through effective prioritising, time management and organisational skills.</td>
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<td>Ability to work under pressure whilst maintaining close attention to detail and accuracy.</td>
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<td>Ability to be discreet and maintain confidentiality when dealing with a variety of student and staff data.</td>
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<td>Willingness and ability to undertake training and adapt to new systems quickly.</td>
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<td>Good analytical skills including ability to research, analyse and interpret financial information.</td>
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<td>Ability to prepare and co-ordinate accurate financial reports for a variety of uses.</td>
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### Experience

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<td>Proven effective service in a busy office environment and experience with streamlining processes.</td>
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<td>Proven experience of providing effective financial support in a complex organisation, including the experience of online financial systems such as Oracle, Axiom and Finance Information Systems.</td>
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<td>Proven experience of working as a proactive member of a team.</td>
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<td>Proven experience of providing financial reporting.</td>
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<td>Experience of working within a HEI or similar research environment.</td>
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London Centre for Nanotechnology

The London Centre for Nanotechnology is an interdisciplinary joint enterprise between University College London and Imperial College London. In bringing together world-class infrastructure and leading nanotechnology research activities, the Centre aims to attain the critical mass to compete with the best facilities abroad. Research programmes are aligned to three key areas, namely Planet Care, Healthcare and Information Technology and exploit core competencies in biomedical, physical and engineering sciences.

The Centre occupies a purpose-built eight storey facility in Gordon Street, Bloomsbury, as well as extensive facilities within different departments at South Kensington. LCN researchers have access to state-of-the-art clean-room, characterisation, fabrication, manipulation and design laboratories. This experimental research is complemented by leading edge modelling, visualisation and theory.

LCN has strong relationships with the broader nanotechnology and commercial communities, and is involved in much major collaboration. As the world’s only such facility to be located in the heart of a metropolis, LCN has superb access to corporate, investment and industrial partners. LCN is at the forefront of training in nanotechnology, and has a strong media presence aimed at educating the public and bringing transparency to this emerging science.

About UCL

UCL is one of the world's top universities. Based in the heart of London, it is a modern, outward-looking institution. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today.

UCL’s excellence extends across all academic disciplines; from one of Europe’s largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for architecture (UCL Bartlett) and fine art (UCL Slade School).

UCL is in practice a university in its own right, although constitutionally a college within the federal University of London. With an annual turnover exceeding £1 billion, it is financially and managerially independent of the University of London.

The UCL community

UCL’s staff and former students have included 29 Nobel prizewinners. It is a truly international community: more than one-third of our student body – more than 35,000 strong – come from 150 countries and nearly one-third of staff are from outside the UK.

UCL offers postgraduate research opportunities in all of its subjects, and provides more than 200 undergraduate programmes and more than 400 taught postgraduate programmes. Approximately 54% of the student community is engaged in graduate studies, with about 29% of these graduate students pursuing research degrees.
Quality of UCL’s teaching and research

UCL is independently ranked as the most productive research university in Europe (SIR).

It has 983 professors – the highest number of any university in the UK – and the best academic to student ratio of any UK university (The Times, 2014), enabling small class sizes and outstanding individual support.

In Research Excellence Framework 2014 (REF2014), UCL was rated the top university in the UK for ‘research power’ (the overall quality of its submission multiplied by the number of FTE researchers submitted). It was rated top not only in the overall results, but in each of the assessed components: publications and other research outputs; research environment; and research impact. REF2014 confirmed UCL’s multidisciplinary research strength, with many leading performances across subject areas ranging from biomedicine, science and engineering and the built environment to laws, social sciences and arts and humanities.

Equality

UCL is proud of its longstanding commitment to equality and to providing a learning, working and social environment in which the rights and dignity of its diverse members are respected.

Some highlights below:

- **Race Charter Mark** - UCL holds a Bronze Race Equality Charter Mark award, recognising UCL's commitment to improving the representation, progression and success of minority ethnic staff and students.

- **Athena SWAN** - UCL holds an institutional Silver Athena SWAN award – this recognises our commitment to and impact in addressing gender equality. Departments at UCL are also engaged in the Athena SWAN charter, with 29 departments holding an award; 16 Silver and 13 Bronze.

- **Staff networks** - We have a number of staff networks that run a range of social and development activities, for example Out@UCL, PACT, Enable@UCL, the race equality staff network, Astrea and UCL Women.

- **B-MEntor** – B-MEntor is a mentoring scheme for black and minority ethnic staff. The mentoring scheme is a collaborative initiative with a number of London-based universities.

- **Sabbatical Leave following maternity** – UCL provides one term of sabbatical leave without teaching commitments for research-active academics returning from maternity, additional paternity, adoption or long-term carer’s leave. This support for returners enables staff to more quickly re-establish their research activity.

Please see our **Equalities and Diversity Strategy 2015-2020** for information on our current priorities.
Location and working environment

Based in Bloomsbury, UCL is a welcoming, inclusive university situated at the heart of one of the world's greatest cities.

UCL's central campus is within easy reach of Euston, Kings Cross and Marylebone mainline stations, the new Eurostar terminal at St. Pancras and the following Underground stations - Euston Square, Warren Street, Goodge Street and Russell Square. Road connections to the M1 and M40 motorways give easy access to the north and west road networks. There are also good public transport links to Heathrow airport.

Application procedure

Further details about the post and the application procedure are available at www.london-nano.com. If you are unable to apply online please contact Denise Ottley at the London Centre for Nanotechnology, d.ottley@ucl.ac.uk or 17-19 Gordon Street, London WC1H 0AH, for advice. Informal enquiries about the position and project can be directed to Dr Erika Rosivatz, e.rosivatz@ucl.ac.uk