

## Job Description

**Finance Officer**

**Reference : 1806689**

**Department: Electronic & Electrical Engineering**

**Full time position**

**Grade: 6** £28,574 - £33,487 per annum inclusive of London Allowance of £3,092

**Location: London**

---

### Reports to:

External Funding Officer as Line Manager

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

---

### Main purpose of the job

The Department of Electronic and Electrical Engineering is looking for a competent Finance Officer to provide day to day transactional financial administrative support to staff and students.

The postholder will be responsible for administering all financial transactions within the department ensuring these are processed promptly, accurately and in accordance with UCL's Financial Regulations. They may also assist in the administering of data for research grant funding proposals, providing figures and statistics as requested.

The postholder will assist in financial decision making of the Line 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 Systems (MyFinance)

1. MyFinance is UCL's online finance system. The postholder will use this to process all financial transactions.
2. To have specialised knowledge in MyFinance to manage online financial transactions and reporting.
3. To assist other members of the team in using the system.
4. Liaise with MyFinance team in the exchanging of information and managing financial data, attending meetings as required.

#### Financial Processing & Procurement

1. Responsible for processing all interdepartmental transfers, ensuring the coding is correct and liaising with finance officers in other departments on reconciliations of funds on shared work activities.
2. Responsible for the processing and monitoring of expense and travel claim forms ensuring the expenses are allowable and are supported by the correct documentation.
3. Responsible for ensuring foreign payment forms are completed correctly and in the currency required.

4. Responsible for raising requisitions and purchase orders and receipting goods.
5. Responsible for handling sales invoices and liaising with central finance department to ensure these have been paid and distributing the income received to the appropriate accounts.
6. Authorised signatory for transactions up to £2,000.
7. Responsible for banking income (cash/cheques) received by the department.
8. Create and submit purchase requisitions for items such as stationery and equipment using MyFinance.
9. Responsible for setting up new suppliers in conjunction with the UCL Data Processing office.
10. Reconcile department purchases and clear the purchasing account promptly each month.
11. Arrange cash and cheque advances as directed, ensuring they are reimbursed by the time specified.

### **Research Grant & Funding Administration**

1. Assist in providing financial data to inform costings for grant proposals e.g. using MyFinance to run reports on different requirements.
2. Financial management of existing grants:
  - order equipment etc. and ensure it is matched against the correct account.
  - monitor expenditure against grant budgets, and alert Line Manager of potential under- or over-spends.
3. Provide financial data for reporting requirements of different funders.
4. Process technical purchase orders and records of expenditure to taught/research projects, liaising with academic staff and students, as required.
5. Process research student fees and stipends via the UCL Portico system, as applicable as required.

### **Financial Reporting and Planning**

1. Use of the MyFinance system to generate and prepare financial reports for a variety of staff.
2. Assist decision making of Line Manager and Departmental Manager on budgets and

forecasts, through the provision of reports and statistics.

3. Service relevant committees; arranging meetings, producing agenda and supporting documents and periodic reports as required.
4. Update colleagues on any changes to financial procedures, as required.

### **General Finance Administration**

1. To be a first point of contact for suppliers, staff and student enquiries, advising on correct department and UCL procedures and appropriate contacts.
2. Responsible for keeping an up-to-date list of all outstanding debtors to the designated area and chasing them for late payment.
3. Maintain and update financial records; filing relevant folders, databases, and spread sheets.
4. Investigate and resolve discrepancies and queries arising on accounts, involving liaison with UCL financial systems, departments, outside suppliers and other institutions.
5. Assist Line Manager and Departmental Manager in financial processes associated with UCL deadlines such as month-end and year-end tasks.
6. Liaise with UCL taxation and commercial accounting to ensure that different income streams are being received in to the correct funds for taxation purposes.
7. Administer income from workshops etc. as applicable and ensure there is an audit trail.
8. Provide cover for colleagues during periods of absence, or assist with peaks in workload in other areas.
9. Support activities such as part-time/casual teaching payments, field trip and summer show reimbursements and expenditure as required.
10. Organise UCL insurance for all staff travelling abroad on business/field trips as required.
11. Book accommodation, travel and equipment for student field trips and visitors to the department, as required.
12. Process field course payments for students etc., as applicable.

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 postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager, Departmental Manager or Head of Department.

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

# Person specification

Criteria	Essential or Desirable
<b>Qualifications, experience and knowledge</b>	
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.	Essential
Good knowledge of Excel, including the ability to understand and use numerical formulas.	Essential
Knowledge of financial processes and regulations associated with general financial administration.	Essential
Experience of providing financial reporting.	Essential
Proven effective service in a busy office environment.	Essential
Proven experience of providing effective financial support in a complex organisation, including the experience of online financial systems such as UCL's Finance Information System, MyFinance.	Essential
Proven experience of working as a proactive member of a team.	Essential
Educated to A Level (Minimum of 2 at grade C or above), or equivalent.	Desirable
Experience of working within a HE or similar research environment.	Desirable
<b>Skills and abilities</b>	
Computer literacy and familiarity with the Microsoft suite of software to intermediate level in Word, Excel, Email, Outlook and the internet.	Essential
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.	Essential
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.	Essential
High level of numeracy, with the ability to understand and interpret figures and statistics, and undertake standard calculations such as V.A.T.	Essential
Ability to work under pressure whilst maintaining close attention to detail and accuracy.	Essential
Ability to be discreet and maintain confidentiality when dealing with a variety of student and staff data.	Essential

Criteria	Essential or Desirable
Willingness and ability to undertake training and adapt to new systems quickly.	Essential
Ability to prepare and co-ordinate accurate financial reports for a variety of uses.	Essential
<b>Personal attributes</b>	
Strong sense of accountability and prepared to take ownership of problems and issues to deliver a prompt, satisfactory outcome.	Essential
A strong team approach, customer focus and a willingness to work flexibly to meet changing circumstances and demands.	Essential

## About UCL and the Department of Electronic Engineering

University College London (UCL) was founded in 1826 as the third university in England, after Oxford and Cambridge. UCL is the first university in England to admit students of any race, class or religion, and the first to welcome women on equal terms with men. UCL is organized into 11 constituent faculties, within which there are over 100 departments, institutes and research centres. UCL has 983 professors and more than 7000 academic staffs who are dedicated to research and teaching of the highest standards. Its student community is almost 36,000, the largest in the UK. There are 29 Nobel Prize winners and three Fields medalists amongst UCL's alumni and current and former staff. UCL is the top rated university in the UK for research excellence (REF2014). It has a strong tradition and large knowledge base in medical research with a dedicated institute on Healthcare Engineering and 10+ hospitals. UCL has world-class support for researchers and has been voted the best place for postdoctoral researchers to work for consecutive years by The Scientist magazine. The main campus of UCL is located in central London, close to British Museum, West-End and Thames River.

The Department of Electronic and Electrical Engineering at UCL was established by Professor Sir Ambrose Fleming in 1885 and has a very strong research culture, state-of-the-art research equipment and facilities, and a very rich history of many fundamental research achievements in electronic and electrical engineering. The department has received top ratings in every UK research evaluation carried out to date.

Further information regarding UCL may be found at:  
[www.ucl.ac.uk/](http://www.ucl.ac.uk/)

Information about the departments may be found at:  
[www.ucl.ac.uk/eee](http://www.ucl.ac.uk/eee)

## How to Apply

Interested applicants are encouraged to make Informal enquiries about the post to Rhiannon Lloyd at [r.lloyd@ucl.ac.uk](mailto:r.lloyd@ucl.ac.uk)

All applications should be submitted via UCL online recruitment system at the following link:

<http://www.ucl.ac.uk/hr/jobs/>

Job Reference: **1806689**

If you have any queries regarding the application process please contact Vicky Coombes - [v.coombes@ucl.ac.uk](mailto:v.coombes@ucl.ac.uk) quoting reference **1806689**