

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of:

Financial Information Officer EHA1650-1218

Reporting to: Finance Manager
Responsible for: 2 x Finance Assistants

About Facilities Management

Facilities Management (FM) at Edge Hill is the largest support department at the University employing over 320 members of staff across 10 defined service areas. We provide hard and soft FM services to almost 12,000 full time equivalent (FTE) students and 2,000 FTE members of staff in addition to a significant number of visitors, partners and members of the public using the 160-acre campus. Our award-winning campus boasts over 120,000m² of built environment, including 2500 residential bedrooms. The departmental revenue budget is circa £17m per annum, with additional annual capital expenditure typically exceeding £2m. Our multi-award-winning FM team is recognised within and beyond the higher education sector, and at senior executive and board level, for our customer-centric culture, and our direct positive contribution to the core business – the attraction, recruitment and retention of students.

The FM Values – guiding our decisions and our behaviour.

“All that we do is underpinned by our values. Our values are embedded in our structure, our decision making, our behaviours and our performance”

- Put the customer first
- Be passionate about service
- Act as one team
- Demonstrate responsibility and ownership
- Be confident, receptive and willing to learn

About the FM Finance Team

The Finance Team within the Facilities Management Department is responsible for purchase order and sales invoice processing, budget submissions, value for money

reporting, financial information and financial compliance. In addition, the team are responsible for central stationery procurement. The team provides central guidance and support to all FM functions on all these areas to enable effective, efficient and economic performance whilst working flexibly within a continually fast-changing environment.

About the Role

Reporting to the Finance Manager, you will deliver a wide range of finance functions including leading the financial report collation and production, monitoring and analysis of key contract information and the improvement of key financial processes and systems. As a line manager you will play a key part in ensuring the team are cohesive, strong and functioning collaboratively to deliver excellence. As part of this changing and dynamic service area you will work independently and as part of a team whilst providing great customer service and continuously improving the service provided to the department and University.

About You

You will have a sound knowledge and understanding of finance system principles, reporting and processes, with a particular strength around purchase ledger. You will also be able to lead the development of these in your role, working with key colleagues across the University. You will have a clear understanding of the role of the line manager, its principles and the impact of change management and implementation. You will have great interpersonal skills, a strong customer focus and drive for continuous improvement. You will have a desire to continuously improve processes and systems and a clear ability to plan and prioritise to meet strict reporting deadlines. You will be an excellent communicator, approachable with strong analytical and report writing skills with a keen understanding of the purpose and audience of the reports. You will be self-motivated, with drive for personal learning and development, actively participating in our Performance Review and Development scheme and identifying opportunities for enhancing your own skills and competencies.

Corporate Responsibilities

- Participate in and accept responsibility for the management and development of the University.
- Participate in University's decision-making process through membership of the Institution's committees as appropriate.
- Contribute to and serve, as appropriate, on internal committees, working and advisory groups.
- Promote and facilitate cross-university and inter-disciplinary developments in support of the student experience.
- Support the University's further development and respond to the needs generated by engaging a diverse student body.

- Actively promote and support effective communications in all aspects of the work of the University.

Specific Duties and Responsibilities

1. Lead and manage the FM Finance Assistants within the FM Finance Team, including inductions, probation and performance reviews, 121s, staff and team development, managing and planning workloads, delegation of tasks and addressing absence management and performance issues if necessary.
2. Take ownership for the management and control of the FM purchase order function, the quality and review of this function and the associated reporting required to maintain accuracy such as accruals and prepayment reporting and re-journal of errors (and their active review with the team).
3. Lead the production and control of the sales invoice function and associated reporting and quality management such as credit control, credit note production and debtor reporting.
4. Take ownership and lead the key functions within the roles of the FM Finance Assistants such as the Hollies Accommodation management and the control and management of the stationery function – including stationery catalogue updates within the E-Procurement System.
5. Manage and develop FM Finance Month End reporting including communicating with all stakeholders to ensure deadlines are met, maintain a quality of information and act as the point of contact to the Finance Department.
6. Manage and continuously improve the production of the Monthly Variance Report from all FM service areas, ensuring completion to key deadlines, providing analysis, guidance, support and training where necessary.
7. Support the Supplier Relationship Manager in the production of regular supplier data and the production and continuous improvement of the quarterly Value for Money Report from all FM service areas, ensuring completion to key deadlines and providing analysis to the Finance Manager.
8. Support the Finance Manager in the planning, production and improvement of the annual FM Budget Submission, developing the key documents and co-ordinating submissions from the eight service areas, providing guidance support and training where necessary. This role will lead on the implementation and co-ordination of the agreed budget process with managers and senior managers.
9. Manage and develop the financial management information produced by the FM Finance Team in conjunction with all key stakeholders, this will include information within the above-named reports, contracts and procurement and also the ability to support key decision making within the department.

10. Support FM Service Areas in the development of key commercial information to assist with their service development and income generating activities, in particular the development of auditable costing information for comparison and pricing purposes.
11. Manage the continued development of financial information within the CAFM system, aiming to continually improve the quality of data, the efficiency of output and the effective utilisation across the department.
12. Lead on, and initiate developments on control processes to harness the financial management information created within FM, ensuring quality, accuracy and supporting the Finance Manager and other key stakeholders in the continued monitoring of KPIs and trends within procurement and other projects.
13. Take ownership of the production of processes and their continued monitoring, review and improvement within the FM Finance Team, managed via the process register and coordinate this to ensure all stakeholders are involved in their creation and active improvement.
14. Lead the team in developing the information available to FM Finance customers on the FM Wiki Pages (Intranet) including FAQ's, information on staff and key processes.
15. Actively monitor and control the storage of all information on the internal Y: Drive and other forms of storage to ensure clear organisation and efficient access whilst controlling and deleting as necessary – this information storage will be in keeping with current GDPR legislation.
16. Develop key business relationships – internal and external to the department in particular within the Corporate Finance Department, externally via the NWUPC and other University networks – representing the interests of the FM departments and the FM Finance Team.
17. Provide cover during the absence of the Finance Manager, representing the team in key meetings and discussions within the department or with colleagues across the University. In addition, provide cover for members of the Finance Team ensuring business continuity on a range of financial systems.
18. Actively engage and occasionally lead team meetings to ensure appropriate means of communication and consultation is maintained along with collective team improvements and key change management.
19. Provide a professional, customer focused service to our customers at all times, actively seeking feedback and utilising to improve the FM Finance Team service.

In addition to the above, Edge Hill staff are required to:

- a) adhere to all Edge Hill's policies and procedures including Equality and Diversity and Health, Safety and Environmental procedures and undertake tasks in a sustainable manner.
- b) respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- c) undertake appropriate training and development as required.
- d) participate in Edge Hill's Performance Review and Development Scheme.
- e) demonstrate excellent customer care in dealing with all customers.
- f) assist with the planning and delivery of corporate business events e.g. Welcome Sunday, Graduation, Open days

Salary: Grade 5, Points 19-22. Please see advert for details

Hours: 36.25 per week, Mon-Fri, 08.45 – 17.00

Candidates should note that they will be short listed based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.

PERSON SPECIFICATION

Financial Information Officer EHA1650-1218

Applicants will be short listed based on information provided on the application form and should provide demonstrable evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/T/P)
Qualifications				
1	Educated to Degree level or have equivalent relevant work experience	*		A
2	Financial qualification awarded by a recognised Professional Body i.e. CIMA, ACCA		*	A
Knowledge and Experience				
3	Experienced at researching information and producing financial management information for a range of audiences including Senior Managers	*		A, I, T
4	Knowledge of financial management procedures and controls		*	A, I
5	Excellent oral written communication skills, with the ability to produce and articulate clear and concise financial reports, procedures and business documents	*		A, I
6	Excellent numeracy and literacy skills	*		T
7	Excellent IT skills including the use of the Microsoft Office suite, particularly advanced Word and Excel	*		A, T
Leadership Skills				
8	Line management or supervisory experience and the ability to develop staff and effectively	*		A, I

	manage performance			
9	Managing continuous change and an ability to lead a team through that change	*		A, I
Personal Qualities				
10	Ability to deliver a high standard of work, accurately, under pressure displaying excellent attention to detail and analytical skills.	*		A, I
11	Excellent organisational skills and an ability to effectively plan and prioritise workload in order to meet strict deadlines and in response to business needs	*		A, I
12	Ability and willingness to work effectively within the role, without frequent supervision	*		A, I
13	Ability to process and analyse complex data with an attention to detail and an eye for accuracy	*		A, I, T
14	Excellent customer care skills. Act as an ambassador for the service and be passionate about our contribution to the customer experience	*		I
15	Political awareness of effects of actions, reporting and output in all areas of service.	*		A, I

*Method of assessment: Interview, **A**ssessment, **T**est, **P**resentation

The FM Mission – our purpose

“To provide consistently high-quality environmental conditions and customer services that support and enable the provision of an outstanding student experience.”

The FM Vision – our aspirations

“To be recognized beyond the HE sector as a leading professional in-house FM service provider that adds tangible value and actively contributes to the core business – the attraction, recruitment and retention of students.”

The FM Values – guiding our decisions and our behaviour

“All that we do is underpinned by our values. Our values are embedded in our structure, our decision making, our behaviours, and our performance.”

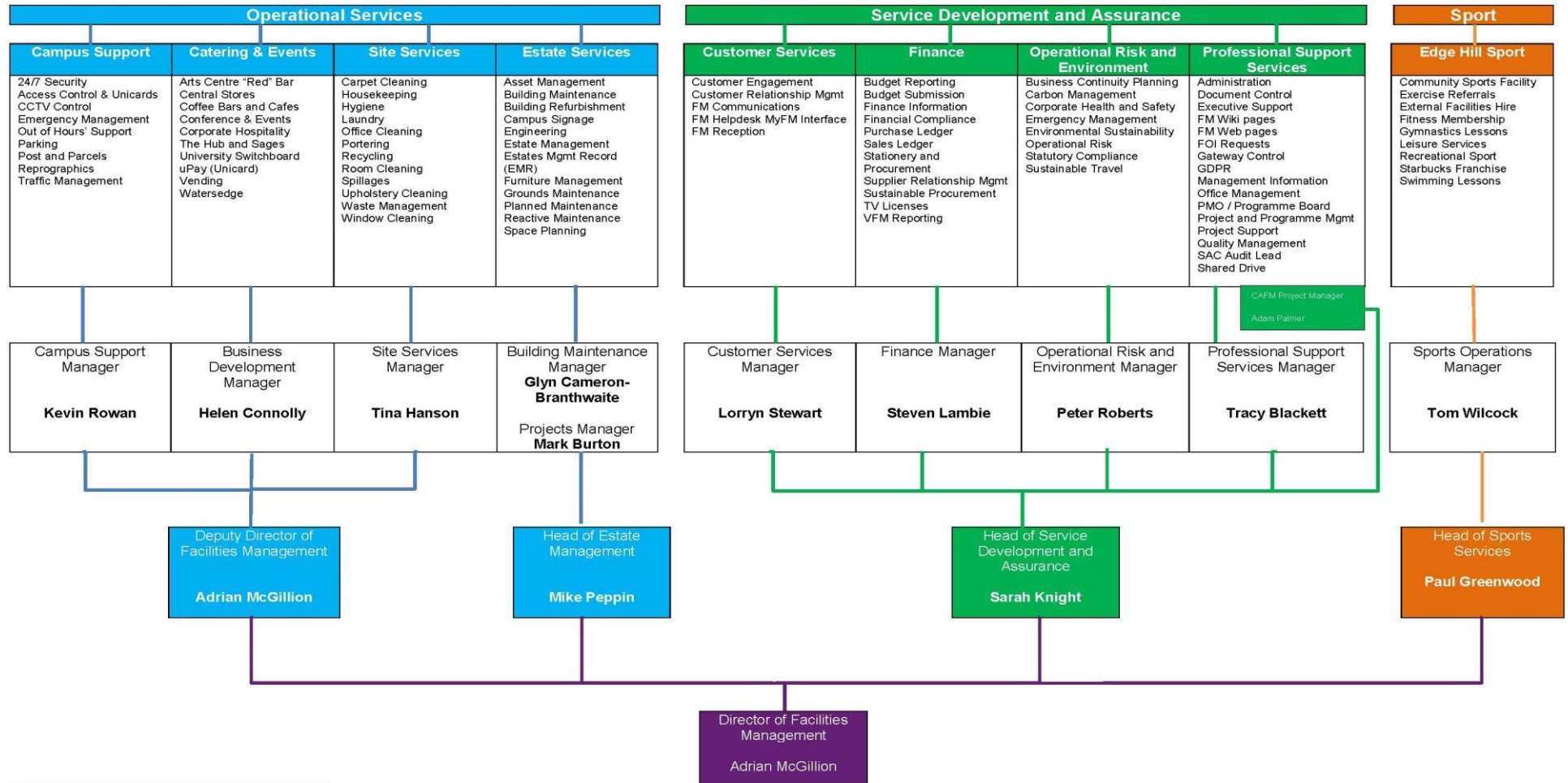
- *Put the customer first*
- *Be passionate about service*
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The 8 FM Strategic Themes:

1. Culture
2. Organisational Impact
3. Staff Engagement
4. Student Experience
5. Value For Money
6. Quality Management
7. Risk Management
8. Environmental Sustainability

FM Service Area Structure Staffing Structure – making a difference

MyFM – primary customer interface



Version	Date	Changed by
V13.0	March 2018	PMO
V14.0	May 2018	PMO
V15.0	September 2018	PSS
V16.0	November 2018	PSS