

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 25 February 2019

Interviews are planned for: TBC



JOB DESCRIPTION – Job ref REQ02372

Job Title and Grade:	Finance and Contracts Officer Grade 5
Contract:	Fixed-term, Full-time. This post is fixed-term until July 2020.
Hours:	36 hours per week
Salary:	£22,017 - £25,483 per annum
Department/Section:	East 15 Acting School
Responsible to:	Director of East 15
Reports on a day to day basis to:	East 15 Finance Manager and Faculty Human Resources Manager
Purpose of job:	To provide a wide range of finance and contract (with the associated HR elements) administrative support, in an efficient, effective and timely manner to the East 15 Acting School. Primarily supporting the East 15 Finance Manager and Faculty HR Manager processing contracts and managing finance.

Duties of the Post:

The main duties of the post to support Finance will include:

1. Responsibility and oversight for ensuring departmental purchase orders are raised and invoices properly processed through the University's financial management system, and dealing with associated queries and reconciliations.
2. Understand financial procedures within the department/University and resolve any queries relating to payments.
3. Responsible for taking all cash/card payments for all income within the department, keeping records, inputting income information on Agresso and cashing up each day.
4. Coding and checking of expenses, ensuring they meet University guidelines.
5. Keeping and maintaining records and audit trails for external and internal auditors.
6. Helping to produce year end journals/accruals and prepayments.

The main duties of the post to support HR will include:

1. Manage the administrative process of contracting non-permanent staff. Including the production and oversight of staff contracts, supported by East15 staff as appropriate.
2. Entering and updating employee records in the database system and use of this system to produce contracts of employment, entering pay details and changes to personal details.

3. Support and advise East 15 staff in checking of Right to Work information and other associated recruitment documentation.
4. Working alongside the dedicated HR team, East 15 academics and new and potential employees to ensure contracts are processed in a timely and accurate manner.
5. Initiating regular and timely checks over contract end dates with designated East 15 course leaders.
6. Liaison with the payroll team on the interpretation of salary matters.
7. Answering general queries from staff via electronic, paper, telephone and face to face contact.

Any other such duties that may be required from time to time by the Director of East15 or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

February 2019

PERSON SPECIFICATION

JOB TITLE: Finance and Contracts Officer

Qualifications /Training

	Essential	Desirable
▪ A Levels or equivalent full Level 3 qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Evidence of, or qualifications demonstrating IT competency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Qualification (or working towards) an accountancy qualification or equivalent professional experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ A generalist HR qualification or equivalent professional experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Good word processing and computer skills including knowledge of Microsoft Office and Excel and database applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven administrative experience within a busy environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in a fast paced environment where a high level of accuracy and meticulous attention to detail were essential	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of managing a range of varied and complex tasks to deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of exercising confidentiality and discretion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of dealing effectively and professionally with a variety of people at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A basic understanding of the key principles of financial controls, budgeting and reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Relevant work experience in accounting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working within a Human Resources environment, issuing contracts of employment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Effective communication skills, both written and oral	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good, accurate use of written English and the ability to draft professional business communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong pro-active organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable application of Word, Excel, Microsoft Office, Outlook, database applications and the internet	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to travel from Loughton to Southend or Colchester campus, when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A flexible approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Sensitivity to the needs of people from a wide variety of cultural backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>



* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

February 2019

ADDITIONAL INFORMATION

East 15 Acting School

You can find more information about the department at the following link:

<https://www.east15.ac.uk>

General information

Informal enquiries may be made to Leon Rubin, Director, East 15 Acting School (telephone: 020 8418 7339 e-mail: lrubin@essex.ac.uk) However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

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