

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
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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: 14 October 2018

Interviews are planned for: 5 November 2018



JOB DESCRIPTION – Job ref REQ01900

Job Title and Grade:	Departmental Administrative and Finance Assistant Grade 5
Contract:	Permanent, Part-time
Hours:	21 hours per week
Salary:	£22,017 - £25,483 per annum (pro-rata)
Department/Section:	Department of Government
Responsible to:	Head of Department
Reports on a day to day basis to:	Department Manager
Purpose of job:	The Departmental Administrative and Finance Assistant will support the Departmental Manager with the efficient and smooth running of the Department's finances. They will also be responsible for high quality general administrative support within the department.

Duties of the Post:

The main duties of the post will include:

1. To support and maintain the Department of Government's cost codes and budget account with the Unit 4 Business world package alongside the Department Manager and Head of Department. This will include but is not limited to: raising purchase orders, sales orders, purchase card transactions, payment of invoices, petty cash reimbursement, research grant applications and management, research incentive allowance management, monitoring of research student grant expenditure and dealing with staff expense claims.
2. Supporting the Head of Department (HoD), Director of Finance and Departmental Manager with finance/budget queries and providing information, when required, ensuring that the Financial and Purchasing Regulations are adhered to at all times.
3. Attending meetings with the HoD, Departmental Manager and Faculty Accountant and produce and monitor financial management information to set requirements and timescales.
4. Liaise with the Faculty Accountant and Department Manager on the budget setting exercise each financial year, and provide financial information to the Department's leadership team to aide annual planning.
5. To play a key role in the year-end processes within the Department, providing information to the Faculty for review and authorisation.
6. Maintaining other appropriate local financial records and documentation, including audit trails as required for internal and external auditors.
7. Provide academic staff with information to obtain the best results from their budgets.
8. Ordering of computing equipment using the Cherwell Management System and monitoring the use of CFD vouchers. Manual orders of computing equipment through IT Purchasing.
9. Improve the understating of financial reports and procedures within the department, and resolve queries relating to financial records and budgetary information.

10. To manage the provision of office supplies, including the ordering and stock control of general office supplies, stationery and refreshments.
11. To maintain the Department's inventory of fixed assets and equipment (including PC/printers) undertaking the annual equipment check.
12. Responsibility for general housekeeping issues including fault reporting, signage changes, maintenance and updating of the Departmental contact lists, liaising with various professional services areas as required e.g. Estates.
13. To update and maintain the Departmental social media pages and website.
14. To provide administrative support to academic colleagues with specific administrative or leadership roles as determined by the HoD or Department Manager.
15. To identify potential improvements to administrative systems and to contribute to process reviews with the aim of increasing efficiency and effectiveness.

Any other duties as may be assigned from time to time by the Head of Department, Department Manager 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:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

September 2018

PERSON SPECIFICATION

JOB TITLE: Departmental Administrative and Finance Assistant

Qualifications/Training

	Essential	Desirable
<ul style="list-style-type: none"> ▪ A minimum 5 GCSEs at grade A-C (or equivalent), including English Language and Mathematics 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
<ul style="list-style-type: none"> ▪ Relevant and recent administrative experience in a busy office environment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Experience of working within a customer focussed environment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Experience of using the Microsoft office software particularly Outlook, Excel and Word 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Experience of prioritising workload to deal with a range of varied and competing tasks 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Experience of drafting a range of correspondence demonstrating good use of English 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ An understanding of working practices in Higher Education 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ▪ Budgetary control experience, including keeping accurate records and monitoring spend against budget 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ▪ Experience of working with financial processes to include raising purchase orders, receipting goods and processing expense claims 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ▪ Experience of using Unit 4 Business World or other finance packages 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> ▪ Experience of committee or meeting servicing, including minute taking and report writing 	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
<ul style="list-style-type: none"> ▪ Excellent organisational skills, with the ability to manage and prioritise multiple tasks effectively. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Outstanding planning and time management skills. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ High level interpersonal skills, with the ability to communicate effectively with internal and external stakeholders at all levels of an organisation 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Excellent customer service skills and commitment to providing a high level of service to students, colleagues and visitors. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ High standards of accuracy and attention to detail. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Proven ability to work independently with minimal supervision, and to work effectively as part of a team. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Excellent IT skills and the ability to use databases. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ A reliable team member, with a flexible approach to work and 'can-do' attitude. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
<ul style="list-style-type: none"> ▪ Ability to meet the requirements of UK 'right to work' legislation* 	<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>

September 2018.

ADDITIONAL INFORMATION

Department of Government

You can find more information about the department at the following link
<https://www.essex.ac.uk/departments/government>

General information

Specific days and hours to be negotiated but must include Monday working.

Informal enquiries may be made to Kimberley Stockley, Department Manager (telephone: 01206 872982, e-mail: ks16354@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)

This document is produced by:

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