JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Department Finance Officer and UG Administrator (Part-time)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>History</td>
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<td>Grade:</td>
<td>5</td>
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<td>Accountable to:</td>
<td>Department Manager</td>
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The main responsibilities of the post are both as Finance Officer and UG Administrator:

Finance Officer:

Be familiar with and undertake all departmental Agresso processes including:

- Procurement (set up suppliers, raise requisitions, goods receipt, code invoices)
- Raise invoices
- Process and approve journals
- Administer Year End process
- Expenses - check and approve all expenses submitted through Agresso up to a financial limit of £1,500
- General – monitor department budget, deal with all finance queries, approve Myview claims in DM's absence
- Administer the entire process of UG and PG intercollegiate travel process (3 times per year)
- Process bursaries both awarded by the department and outside organisations
- Maintain Student Employment database
- Maintain Student Spend return
- Provide full finance support to Hellenic Institute, Holocaust Research Institute, Citizens Project

Undertake Health & Safety training to become a H&S Co-ordinator for the department.

As part of the admin team engage in all aspects of UG administration, including:

- Deal with student queries and signpost to college services / Department Manager when relevant.
- Respond professionally to a range of requests from internal and external networks via email, letter, telephone and face to face.
- Administer student coursework submissions
- Maintain student files including student attendance records
- Organise UG and Visiting student induction sessions
• Provide administrative support for UG course options process and the course registration process (using Banner and InfoView).
• Administration of student feedback forms, including distribution and monitoring of Course Unit Reports.
• Arrange catering requests
• Provide cover for other members of the Department's admin team during periods of pressure and staff absence (as and when required)
• Communicate with academics on a regular and timely basis concerning students, attendance, course and departmental related matters and updates.
• Liaise with and support various academics with specific tasks in relation to their departmental roles, in particular the Director of Graduate Studies, Director of PGT, and Personal Tutors.
• Develop and maintain good working relationships with other Departments across the college i.e. Central Student Administration, Admissions, Security, Porters, Maintenance, Estates etc. Follow up / liaise with as necessary regarding specific requests / services required.
• Provide administrative support to the Department Manager during the UG exams process and also as required at other times of the annual cycle.

Any other duties as requested by the line manager or Head of Department that are commensurate with the grade. As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.