JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Finance Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Psychology</td>
</tr>
<tr>
<td>Job type</td>
<td>Academic Administration</td>
</tr>
<tr>
<td>Grade:</td>
<td>5</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Department Manager (Psychology)</td>
</tr>
</tbody>
</table>

**Purpose of the Post**

The role services all aspects of our departmental business including finance, teaching, research, and external communications. The Psychology department has nearly 700 students, 75 staff, and nearly 150 casual / visiting tutors.

The post holder is expected to liaise closely with Administrator staff and IT staff in the department to contribute to the delivery of a high-quality staff and student experience, and to the delivery of a world-leading research portfolio. This is a customer-facing post and the post-holder will be expected to engage our full range of stakeholders (e.g. students, staff, parents, internal and external partners) professionally at all times.

Below are a range of duties that may be part of the remit of the post.

**Key Tasks**

- Administration of the departmental finances, particularly in relation to the Departmental Operating Budget (DOB), and other related accounts, such as capital equipment budgets, PI research accounts etc.

- Use of the College’s financial system Agresso, processing purchase orders for the department and working as appropriate with academic and research staff, technical staff and administrator staff.

- Have oversight of and produce regular reports on the DOB for the HoD to discuss at Departmental Board Meetings. Administration of the end of year financial returns (July each year).

- Operation of online store operations for the department, including student events and conference activities. Operation of Myview to process casual employment pay claims.

- Holder of the departmental credit card. This involves the administration credit card online and all phone purchases made with the card. Supervision of petty cash and processing of departmental expense claims.
• Train and induct new academic, technical and administrative staff in the department in the use of the college financial systems.

• Review and advise the HoD and DM on the management of departmental financial processes, and to suggest improvements.

• To act as secretary to various departmental committees.

• To support the administration team at peak times such as start of term and exam periods.

• Prepare internal and external publicity for departmental activities. To be an expert point of contact for external and internal student enquiries.

• To organise and provide logistical support for conferences, applicant visit days, open days, Science Open Day, careers evenings, and student experience initiatives such as social events for both staff and students (e.g. ordering catering, room bookings, registrations, waiting lists).

• To assist with the development of student placements and other employability initiatives in the department.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.